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ANNUAL REPORT

2015-2016

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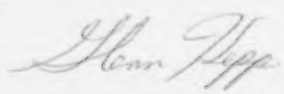
December 15, 2016

Honourable Bronwyn Eyre
Minister of Advanced Education
Room 307 Legislative Drive
Legislative Building
Regina, SK S4S 0B3

Dear Minister Eyre:

It is my pleasure to submit, herewith, the Annual Report of Carlton Trail College for the fiscal year ended June 30, 2016, including duly certified financial statements of College operations, all in accordance with Section 16 of the Regional Colleges Act and Section 14 of the Regional College Regulations.

Respectfully submitted,



Glenn Hepp, Chairperson
Board of Directors
Carlton Trail College

In December 2015, the Carlton Trail College Board of Directors adopted a new Vision statement and added a fifth Guiding Principle.

VISION STATEMENT

Changing Lives Through Learning

MISSION STATEMENT

To serve students, business, industry and communities by creating successful lifelong learning opportunities

MANDATE

Carlton Trail College is a provincial institution established under Saskatchewan's *Regional Colleges Act*, which was proclaimed on January 1, 1988. The College succeeded Carlton Trail Community College, which was previously established under Saskatchewan's *Community Colleges Act* of 1973.

Section 5 of the *Regional Colleges Act* delineates that programming which a Regional College may offer:

1. university and technical institute courses provided by way of a contract between the college and a university or technical institute;
2. training programs that prepare individuals for a career or provide education with respect to health or social issues;
3. training programs paid wholly or partly by private business, non-profit groups or government agencies;
4. career services;
5. adult basic education, literacy and upgrading programs;
6. any other educational activities that the Lieutenant Governor in Council may prescribe in the regulations.

A new Regulation enacted on July 3, 1997, enabled regional colleges:

1. to provide employment services, programs and activities associated with career, educational and training services, programs and activities pursuant to agreements with the Minister of Post-Secondary Education and Skills training or the New Careers Corporation; and
2. to determine student eligibility for, and to administer the Provincial Training Allowance.

GUIDING PRINCIPLES

The Board has adopted the following guiding principles:

- Respect
- Accountability
- Commitment
- Innovation
- Integrity

2013-2016 STRATEGIC PLAN

Discover your future!

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Vision: The *Educational Leader in Lifelong Learning*

Mission: *To serve students, business, industry and communities by creating successful lifelong learning opportunities*

Guiding Principles: *Respect, Accountability, Commitment, Innovation*

Strategic Destination: *By June of 2016, CTRC will have positioned itself as the Educational Leader in lifelong learning in our region as measured by a 10% increase in student enrolments, a 10 % increase in formal partnerships and a 10 % increase in revenue generated through business, industry and third party contracts.*

Strategic Goals:

1. Achieve Student Success

2. Serve Business, Industry and Communities

Client Outcomes

To achieve educational leadership in life-long learning

- C1 Increase career and employment readiness
- C2 Enhance the student experience
- C3 Strengthen First Nation student participation and Band engagement
- C4 Increase skills of the labour market
- C5 Increase personal growth

Internal Processes

by delivering excellent programs and services...

- I1 Evolve the strategic enrolment plan
- I2 Enhance branding and public relations
- I3 Optimize targeted marketing
- I4 Maximize effective partnering
- I5 Strengthen policies and procedures

People, Learning and Leadership

through inspired and committed people...

3. Attain Organizational Sustainability

- P1 Grow employee engagement and commitment
- P2 Enhance Leadership capacity
- P3 Strengthen staff alignment with strategic priorities
- P4 Enhance employee growth and development
- P5 Ensure and attract a qualified and skilled future workforce

Stewardship

effectively and efficiently leveraging our resources.

- S1 Optimize efficient use of resources
- S2 Grow non-traditional funding sources
- S3 Strengthen accountable decision-making based on qualitative and quantitative data
- S4 Minimize organizational risk

July 1, 2013

BOARD OF DIRECTORS' REPORT

As Chair of the Board of Directors for Carlton Trail College, it is my pleasure to present this report for the 2015-2016 fiscal year on behalf of my colleagues.

The current six-member Board has been together since the spring of 2014. In January of 2016, the terms of all Board members were reaffirmed and are shown below. All of our Board members have been able to take advantage of Board Governance training sessions sponsored by the Ministry of Advanced Education and all have maintained their accreditation through ongoing development opportunities.

The Board, as part of its mandate from the Government of Saskatchewan, provides strategic leadership, sanctions the general operation of the College, and approves financial, administrative and human resource policies. The Board also approves an annual budget and a set of programs and services. To fulfill this responsibility, the Board receives regular reports from Carlton Trail College staff and management. These reports help ensure that Board objectives are being met and that resources and assets are protected and well-managed.

A major initiative for our Board in 2015-2016 was the hiring of a new College President and CEO to replace Dr. Yackel who retired at the end of August 2016. A national search and extensive recruitment and selection process resulted in the selection of a new President, Ralph Troschke, whose duties began in late August 2016.

2015-2016 was the final year of the Board's three-year strategic plan which, complete with a "balanced scorecard" and a comprehensive list of specific initiatives, was designed to fulfill the overall strategic objectives identified by the Board. In the spring of 2016, the Board approved a new three-year plan for the period of July 1, 2016, to June 30, 2019.

The Board has continued its tradition of being actively involved in the communities served by Carlton Trail College. It has used available opportunities to increase the visibility of the College and to willingly participate in regional, provincial and national activities designed to enhance and promote the work of regional colleges.

2015 - 2016 MEMBERS

Glenn Hepp, Chair	Humboldt (September 2011; reappointed to April 9, 2017)
Luz Marina Dominguez, Vice-Chair	Wynyard (September 2011; reappointed to April 9, 2017)
Denis Bergerman	Humboldt (September 2011; reappointed to January 14, 2019)
Leon Winkel	Humboldt (September 2011; reappointed to January 14, 2019)
Sommer MacLeod	Wadena (April 2014; reappointed to April 9, 2017)
Roland Hamlin	Manitou Beach (April 2014; reappointed to April 9, 2017)

Regular Board Meetings:	9
Special Meetings:	2
Annual Meeting:	1

Board Chair, Glenn Hepp

PRESIDENT'S REPORT

It is my pleasure to provide this report on the 2015-2016 College year, the fourth in my tenure as President and CEO of Carlton Trail College, and my last, given my retirement in August of 2016.

2015-2016 saw the development of a new three-year strategic plan that was implemented effective July 1, 2016, to June 30, 2019. The plan is based on a new Vision – "Changing Lives Through Learning", which was developed with input from College staff and formally approved by the Board in December of 2015. Other highlights of the year included an instructors' in-service day, a start-up meeting for all staff on September 1, and staff development days in November and January. April saw the launch of our totally redesigned website.

Throughout the year we continued a practice of meeting with all Humboldt staff each Monday morning for a staff-led presentation based on our Pacific Institute training. Our Senior Leadership Team also connected once a month by telephone and internet with all regional office staff in an attempt to enhance communications and further build relationships with those staff who work outside of the Humboldt campus.

The work of staff is supported by a comprehensive performance management system that ensures that each employee receives a comprehensive annual evaluation through an ongoing developmental process. This guarantees every employee a minimum of three formal coaching sessions with his or her supervisor throughout the year.

The Board held its 2015-2016 meetings in the Humboldt and District Chamber of Commerce boardroom, at Schulte Industries in Englefeld, and in a classroom at the Humboldt College campus.

A portion of each Board Meeting was dedicated to presentations and interaction among Board members and front-line staff, in addition to the members of the Senior Leadership Team. This experience has proven very beneficial for staff and Board members alike as it provides a very direct window into the workings of the Board and of various departments within our College. June's meeting focused on a formal evaluation of the President and CEO and the Board itself. The Annual meeting was held in conjunction with the June meeting and in accordance with the provisions of the legislation.

Finally, and most importantly, I wish to acknowledge the work of the Minister of Advanced Education, the Honourable Scott Moe. Our Minister and his staff, as well as the Ministry of the Economy, provided ongoing leadership and support to the efforts of the women and men of our College who continue to demonstrate a passion for learning and an unwavering commitment to meeting the needs of the students we serve. It has been my privilege to play a small role in the provision of these services over the past four years.

Dr. Ivan Yackel
President and Chief Executive Officer

COLLEGE PERSONNEL

2015-2016 STAFF PLAN FULL-TIME EQUIVALENTS

		Budget 15-16	Actual 15-16	
OOS Administration				
	CEO	1.00	1.00	Ivan Yackel
	VP Finance	1.00	1.00	Andy Burgess
	VP Administration	1.00	1.00	Amy Yeager
	VP Academic	1.00	1.00	Shelley Romanyszyn-Cross
	Administrative Assistant	0.60	0.60	Sheri Ulrich
	Executive Secretary	0.80	0.80	Leanne Sylvestre
	Executive Secretary	0.60	0.60	Amanda Koskowsky
		6.00	**6.00**	
OOS Managers				
	Skills Training Manager	1.00	1.00	Rosalie Ronellenfitsch
	Enterprise Division Manager	1.00	1.00	Deanna Gaetz
	Adult Basic Education Manager	1.00	1.00	Rachel Trann
	Student Services Manager	1.00	1.00	Jill Lees
		4.00	**4.00**	
In-scope Administration				
	Receptionist	1.00	1.03	Raelene Yeager/Sandra Korte (start date June 20, 2016)
	Registration Associate	0.90	0.90	Marina Haugerud
	Sr. Accounting Technician	1.00	1.00	Doreen Stevens
	Accounting Clerk	0.50	0.50	Susanne Hoffmann
	Payroll Clerk	0.60	0.60	Vanessa Schemenauer
	Accounts Payable Clerk	0.60	0.60	Donna Krause
	Computer Technician	1.00	1.00	Gord Dell
	IT Support Technician	1.00	1.00	Jami Silzer
	Facilities Technician	0.90	0.90	Richard Renneberg
	Graphic Design & Marketing Associate	0.40	0.40	Candice Bauer
	Educational Technologist	1.00	1.00	Orfi Yturralde
		8.90	**8.93**	
Student Services	Humboldt-Advisor/Learning Specialist	1.00	1.00	Damon Steadman
	Humboldt-Advisor	1.00	0.70	Clint Christianson/Karen MacCarville (start date March 15, 2016)
	Wynyard-Advisor	0.80	0.73	Nicola Finnson
	Wakaw/One Arrow-Advisor	0.80	0.69	Chantal Tait
		3.60	**3.12**	
Training Consultant/Program Facilitators				
	Literacy Facilitator	1.00	1.00	Jenica Moen
	Marketing Facilitator	0.90	0.90	Val Koroluk
	Training Consultant - Humboldt	0.80	0.66	Fred Novecosky
	Program Facilitator - Watrous	0.60	0.37	Sharina Prasad (Start date Sept 1, 2015)
	Program Facilitator - Southey /Wynyard	0.80	0.80	Leslie Mann
		2.20	**1.83**	
Program Delivery Associates				
	Humboldt	2.00	2.00	Carol Jackson/Denise Germain
	Watrous	0.78	0.78	Darlene Purshega
	Wynyard	0.78	0.78	Connie Rothlander
	Southey	0.78	0.78	Annette Konescni
		4.34	**4.34**	
Program Clerical				
	LPN Clerical Support (Watrous)	0.16	0.16	Ruth Thiessen
	Casual Clerical (all locations)	0.40	0.16	Casual staff
		0.56	**0.32**	
TEL Attendants	Humboldt	0.15	0.01	In-scope clerical staff
	Watrous	0.15	0.08	Darlene Purshega
	Wynyard	0.15	0.01	Jean Leader
		0.45	**0.10**	
	Total	**30.05**	**28.64**	

Instructors		
Basic Education, Humboldt	0.94	Ed Yee
Basic Education, Punnichy	1.66	Dianne Keleman/Shirley Kallichuk
Basic Education, Wakaw	1.75	Lynn Eaton/Larry Hrycan
Literacy for Lifeskills, One Arrow First Nation (10 week program)	0.19	Gwen Pearce
Workplace Essential Skills, One Arrow First Nation	0.30	Gwen Pearce
Workplace Essential Skills, Fishing Lake First Nation	0.40	Dianne LeRocque
Basic Education, Wynyard	0.80	Shasta Tweidt
Practical Nursing, Watrous	3.12	Cathy McMann/Lacey Meddins
		Nicole Cey/Raeleen Hulan/Jadah Mensch/Christin McPhee
Continuing Care Assistant, Humboldt	0.65	Maria Leonard/Brenda Reffenscheid/Carol Sommer/Julie Hofmann/Kim Hartl
Continuing Care Assistant, Wynyard	0.65	Shannon Linnen
Continuing Care Assistant, Punnichy	0.61	Stacey Hammer/Annette Phillips
Office Administration, Humboldt	0.94	Kim Hartl/Annette Magus/Julie Hofmann
Business Certificate, Southey (PT) - ends in December	0.14	Jacquie Galenzoski/TJ Karwandy/Janet Farrell
Educational Assistant, Watrous (PT)	0.25	Therese Durston/Lacey Meddins
Educational Assistant, Punnichy (PT)	0.34	Jackie Galenzoski/Inge Schmidt/Annette Phillips
Earli Childhood Education, Humboldt (PT); Watrous (By Distance)	0.18	Tina Parish
Power Engineering, Humboldt (3rd (to Dec only) and 4th class courses)	1.40	Kevin Ackerman/Ed DeGooijer/Julie Hofmann/Jan Sylvestre/Mike Swift/Annette Magus/Murray Cook
Welding Applied Certificate, Journeyperson Welding, General Welding Humboldt (Nov.start)	0.86	Murray Cook/Julie Hofmann/Annette Magus
Construction Worker Prep, Framing, Punnichy	0.62	Randy Jordan
Plumbing & Pipefitting-Humboldt (January start)	0.53	Paul Perrault/Annette Magus
Security Officer, Punnichy	0.33	Dave Hoeft
ESL-Humboldt/Englefeld/St. Brieux/Spalding/Drake/Imperial/Leroy/Watrous/Annaheim/Wynyard	1.89	Craig Bolt/Brenda Bowman/Debbie Sarauer
Total	**18.48**	

Total FTE-Non-Instructional	**28.64**
Total FTE-Instructional	**18.48**
Total FTE	**47.13**

Total FTE Actual June 2015	**30.97**

Full-Time Equivalents	12/13	13/14	14/15	15/16
	27.36	28.92	30.94	28.64

Note: FTE does not include instructional staff.

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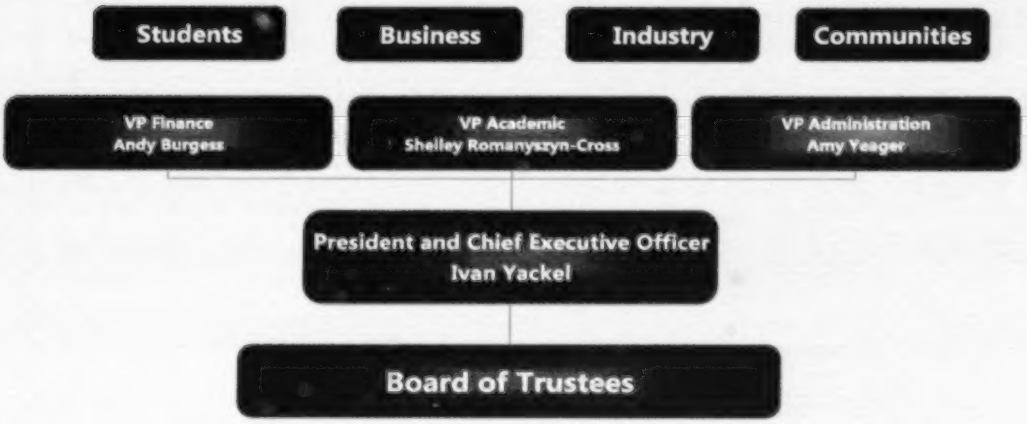


PROGRAMS AND SERVICES SUMMARY

With 2,557 students participating in some form of programming in 2015/16, the College saw a busy year. Overall, there was a 7.6% increase in enrolments, but an overall decrease in full-load equivalencies (FLEs) over the previous year. The reason for the decrease in FLEs is a result of a reduction in the delivery of Institute, and both ABE credit and non-credit programs. Overall, the College saw a success rate (the number of graduates and completers) of 95%, which was a 7% increase from last year. This increase was largely a result of an 80.5% completion rate in ABE non-credit, and a 99% success rate in Industry credit programming.

PROGRAMMING ACTIVITY

	Classes	Students	Participant Hours
2012 / 13	328	2,205	256,119
2013 / 14	283	1,943	287,437
2014 / 15	315	2,375	309,203
2015 / 16	295	2,557	260,783

COMPREHENSIVE ENROLMENT STATISTICS

	Program Groups	Actuals 2014/2015 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs	2015/2016 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs
BASIC EDUCATION	**BE Credit:**								
	Academic GED	1	17	0	5.79	0	0	0	0
	Adult 12	59	17	0	73.44	46	10	0	54.85
	Adult 10	27	2	0	28.21	31	15	0	30.94
	Total BE Credit	**87**	**36**	**0**	**107.44**	**77**	**25**	**0**	**85.80**
	BE Non–Credit:								
	Employability/Life Skills	**0**	**18**	**0**	**15.06**	30	15	0	18.04
	English Language Training	**0**	**192**	**0**	**19.65**	1	229	0	25.69
	General Academic Studies	**67**	**31**	**0**	**50.29**	20	7	0	17.50
	literacy	**0**	**12**	**0**	**0.60**	0	0	0	0.00
	Total BE Non-Credit	**67**	**253**	**0**	**85.60**	**51**	**251**	**0**	**61.23**
TOTAL BASIC EDUCATION		**154**	**289**	**0**	**193.03**	**128**	**276**	**0**	**147.03**
SKILLS TRAINING	**Institute Credit:**								
	Apprenticeship & Trade	**0**	**0**	**0**	**0**	0	0	0	0
	Sask Polytechnic	**129**	**164**	**0**	**191.43**	126	86	2	158.31
	Other	**23**	**0**	**0**	**8.92**	22	0	0	10.21
	Total Institute Credit	**152**	**164**	**0**	**200.35**	**148**	**86**	**2**	**168.52**
	Industry Credit:								
	Total Industry Credit	**0**	**204**	**675**	**39.09**	**0**	**144**	**1230**	**53.50**
	Non-Credit: Industry, Community/Individual, Personal Interest								
	Total Non-Credit	11	35	689	18.35	**8**	**29**	**506**	**11.86**
TOTAL SKILLS TRAINING		163	403	1364	257.79	**156**	**259**	**1738**	**233.87**
UNIVERSITY	**University Credit:**								
	Total University Credit	0	2	0	0.20	0	0	0	0.00
TOTAL UNIVERSITY		**0**	**2**	**0**	**0.20**	**0**	**0**	**0**	**0.00**
TOTAL ENROLMENT		**317**	**694**	**1364**	**451.01**	**284**	**535**	**1738**	**380.90**

PERFORMANCE MEASURES

The performance measures deemed to be common among the Regional Colleges, as applicable to Carlton Trail College, are listed below. The performance measures use average results from 2012-2015 as a base-line, and targeted and actual results for 2015/16.

Program	Performance Measure	Average 2012-2015	Targeted 15/16	Actual 15/16
Skills Training				
Institute Credit	Number of student enrolments – FLEs	173	166	**169**
	Number of student enrolments – distinct enrolment	278	200	**236**
	Participation rate[1] of students	47%	45%	**49%**
	Number of graduates	130	150	**155**
	Number of completers	93	50	**42**
	Graduation rate[2] of students	46%	75%	**65%**
	Employment rate[3] of graduates	88%	85%	**77%**
	Furthering training rate[4] of graduates	27%	30%	**38%**
	Participation rate[5] of Indigenous people	30%	33%	**30%**
	Graduation rate[6] of Indigenous people	25%	26%	**16%**
	Graduation rate[7] of Indigenous people	39%	41%	**36%**
	Employment rate[8] of Indigenous graduates	83%	65%	**72%**
	Furthering training rate[9] of Indigenous people	42%	30%	**0%**
Industry Credit	Number of student enrolments – FLEs	34	34%	**54%**
	Number of student enrolments – distinct enrolment	831	875	**1374**
	Participation rate of students	27%	28%	**30%**
	Participation rate of Indigenous people	19%	20%	**6%**
Non-Credit	Number of student enrolments – FLEs	17	17	**12**
Adult Basic Education				
Credit	Number of student enrolments – FLEs	115	96	**86**
	Number of student enrolments – distinct enrolment	146	110	**102**
	Participation rate of students	25%	27%	**22%**
	Number of graduates	65	75	**55**
	Number of completers	17	25	**4**
	Graduation rate of students	53%	75%	**54%**
	Employment rate of graduates	46%	60%	**50%**
	Furthering training rate of graduates	75%	40%	**76%**
	Participation rate of Indigenous people	84%	85%	**85%**
	Graduation rate[7] of Indigenous people	65%	75%	**78%**
	Graduation rate[6] of Indigenous people	63%	57%	**49%**
	Employment rate of Indigenous graduates	41%	50%	**38%**
	Furthering training rate of Indigenous people	73%	70%	**71%**
Non-credit	Number of student enrolments – FLEs	76	53	**61**
University				
	Number of student enrolments – FLEs	.23	.1	**0**
	Number of student enrolments – distinct enrolment	2	1	**0**
Contractual Revenue	Contractual revenue[10] from annual financial statements	$567,704	$589,870	**$653,018**

Notes:

[1] Participation rate: Number of enrolments / Total Number of Credit program enrolments
[2] Graduation rate: Number of graduates / Number of enrolments (Does not include casual students)
[3] Employment rate: Number of graduates employed / Number of completers and graduates - Number of graduates continuing to further training (Number of graduates contacted may be fewer than number of graduates)
[4] Furthering training rate: Number of graduates continuing to further training / Number of completers and graduates - Number of graduates employed (Number of graduates contacted may be fewer than number of graduates)
[5] Participation rate: Number of Indigenous enrolments / total number of enrolments
[6] Graduation rate: Number of Indigenous graduates / total number of graduates (Does not include casual students)
[7] Graduation rate: Number of Indigenous graduates / total number of Indigenous enrolments (Does not include casual students)
[8] Employment rate: Number of Indigenous graduates employed / Number of Indigenous graduates contacted - Number of Indigenous graduates continuing to further training
[9] Furthering training rate: Number of Indigenous graduates continuing to further training / Number of Indigenous completers and graduates - Number of Indigenous graduates employed (Number of graduates contacted may be fewer than number of graduates)
[10] Excludes project revenue from Federal Government and includes revenue from Labour Market Services.

EQUITY PARTICIPATION ENROLMENTS

Program Groups		Actuals																							
		2014-2015												2015-2016											
		Indigenous			Visible Minority			Disability			Total Enrolment			Indigenous			Visible Minority			Disability			Total Enrolment		
		FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas
BASIC EDUCATION	BE Credit:																								
	Academic GED	1	16	0	0	0	0	0	0	0	1	17	0	0	0	0	0	0	0	0	0	0	0	0	0
	Adult 12	45	11	0	0	0	0	10	2	0	59	17	0	39	5	0	2	0	0	9	2	0	46	10	0
	Adult 10	27	2	0	0	0	0	2	0	0	27	2	0	29	14	0	2	0	0	4	0	0	31	15	0
	Total BE Credit	**73**	**29**	**0**	**0**	**0**	**0**	**12**	**2**	**0**	**87**	**36**	**0**	**68**	**19**	**0**	**4**	**0**	**0**	**13**	**2**	**0**	**77**	**25**	**0**
	BE Non-Credit:																								
	Employability/Life Skills	0	18	0	0	0	0	0	0	0	0	18	0	29	15	0	0	0	0	1	4	0	30	15	0
	English Language Training	0	0	0	0	10	0	0	1	0	0	192	0	0	0	0	0	18	0	0	1	0	1	229	0
	General Academic Studies	63	30	0	1	1	0	3	3	0	67	31	0	20	7	0	0	0	0	1	0	0	20	7	0
	Literacy	0	7	0	0	0	0	0	1	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total BE Non-Credit	**63**	**51**	**0**	**1**	**11**	**0**	**3**	**5**	**0**	**67**	**253**	**0**	**49**	**22**	**0**	**0**	**18**	**0**	**2**	**5**	**0**	**51**	**251**	**0**
TOTAL BASIC EDUCATION		**136**	**80**	**0**	**1**	**11**	**0**	**15**	**7**	**0**	**154**	**289**	**0**	**117**	**41**	**0**	**4**	**18**	**0**	**15**	**7**	**0**	**128**	**276**	**0**
SKILLS TRAINING	**Institute Credit:**																								
	Apprenticeship & Trade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sask Polytechnic	34	44	0	6	2	0	12	6	0	129	164	0	28	23	1	6	4	0	4	3	0	127	87	2
	Other	20	0	0	0	0	0	0	0	0	23	0	0	20	0	0	0	0	0	0	0	0	22	0	0
	Total Institute Credit	**54**	**44**	**0**	**6**	**2**	**0**	**12**	**6**	**0**	**152**	**164**	**0**	**48**	**23**	**1**	**6**	**4**	**0**	**4**	**3**	**0**	**149**	**87**	**2**
	Industry Credit:																								
	Total Industry Credit	**0**	**25**	**31**	**0**	**3**	**11**	**0**	**3**	**11**	**0**	**204**	**676**	**0**	**9**	**31**	**0**	**5**	**8**	**0**	**3**	**6**	**0**	**144**	**1231**
	Non-Credit: Industry, Community/Individual, Personal Interest																								
	Total Non-Credit	**11**	**20**	**45**	**0**	**0**	**12**	**0**	**0**	**7**	**11**	**35**	**689**	**5**	**0**	**19**	**0**	**0**	**8**	**0**	**0**	**4**	**8**	**29**	**506**
TOTAL SKILLS TRAINING		**65**	**89**	**76**	**6**	**5**	**23**	**12**	**9**	**18**	**163**	**403**	**1365**	**53**	**32**	**51**	**6**	**9**	**16**	**4**	**6**	**10**	**157**	**260**	**1739**
UNIVERSITY	**University Credit:**																								
	Total University Credit	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL UNIVERSITY		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ENROLMENT		**201**	**169**	**76**	**7**	**16**	**23**	**27**	**16**	**18**	**317**	**694**	**1365**	**170**	**73**	**51**	**10**	**27**	**16**	**19**	**13**	**10**	**285**	**536**	**1739**

EQUITY PARTICIPATION COMPLETERS AND GRADUATES

Program Groups		Actuals																		
		2014-2015									2015-2016									
		Indigenous			Visible Minority			Disability			Indigenous			Visible Minority			Disability		
		E	C	G	E	C	G	E	C	G	E	C	G	E	C	G	E	C	G
BASIC EDUCATION	**BE Credit:**																			
	Academic GED	17	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Adult 12	56	4	32	0	0	0	12	1	8	44	3	22	2	0	2	11	1	8	
	Adult 10	29	3	23	0	0	0	2	0	2	43	1	21	2	0	2	4	0	4	
	Total BE Credit	**102**	**20**	**55**	**0**	**0**	**0**	**14**	**1**	**10**	**87**	**4**	**43**	**4**	**0**	**4**	**15**	**1**	**12**	
	BE Non-Credit:																			
	Employability/Life Skills	14	12	0	0	0	0	0	0	0	44	32	0	0	0	0	5	3	0	
	English Language Training	0	0	0	10	7	0	1	0	0	0	0	0	18	17	0	1	1	0	
	General Academic Studies	93	56	0	2	1	0	6	2	0	27	22	0	0	0	0	1	1	0	
	Literacy	7	5	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	
	Total BE Non-Credit	**114**	**73**	**0**	**12**	**8**	**0**	**8**	**3**	**0**	**71**	**54**	**0**	**18**	**17**	**0**	**7**	**5**	**0**	
TOTAL BASIC EDUCATION		**216**	**93**	**55**	**12**	**8**	**0**	**22**	**4**	**10**	**158**	**58**	**43**	**22**	**17**	**4**	**22**	**6**	**12**	
SKILLS TRAINING	**Institute Credit:**																			
	Apprenticeship & Trade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Sask Polytechnic	78	34	33	8	1	5	18	6	5	51	9	35	10	0	10	7	1	4	
	Other	20	15	0	0	0	0	0	0	0	20	0	12	0	0	0	0	0	0	
	Total Institute Credit	**98**	**49**	**33**	**8**	**1**	**5**	**18**	**6**	**5**	**71**	**9**	**47**	**10**	**0**	**10**	**7**	**1**	**4**	
	Industry Credit:																			
	Total Industry Credit	**56**	**13**	**37**	**14**	**2**	**11**	**14**	**1**	**13**	**40**	**11**	**29**	**13**	**6**	**8**	**9**	**2**	**6**	
	Non-Credit: Industry, Community/Individual, Personal Interest																			
	Total Non-Credit	**76**	**70**	**0**	**12**	**12**	**0**	**7**	**7**	**0**	**24**	**20**	**0**	**8**	**8**	**0**	**4**	**4**	**0**	
TOTAL SKILLS TRAINING CREDIT		**230**	**132**	**70**	**34**	**15**	**16**	**39**	**14**	**18**	**135**	**40**	**76**	**31**	**14**	**18**	**20**	**7**	**10**	
UNIVERSITY	**University Credit:**																			
	Total University Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL UNIVERSITY		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0	0	0	0	0	0	
TOTAL ENROLMENT		**446**	**225**	**125**	**46**	**23**	**16**	**61**	**18**	**28**	**293**	**98**	**119**	**53**	**31**	**22**	**42**	**13**	**22**	

E = total enrolment

C = completers (the total number of students who completed course requirements or remained to the end of the program).

G = graduates (the total number of students who successfully completed all course requirements resulting in achievement of certification by a recognized credit granting institution or recognized by industry).

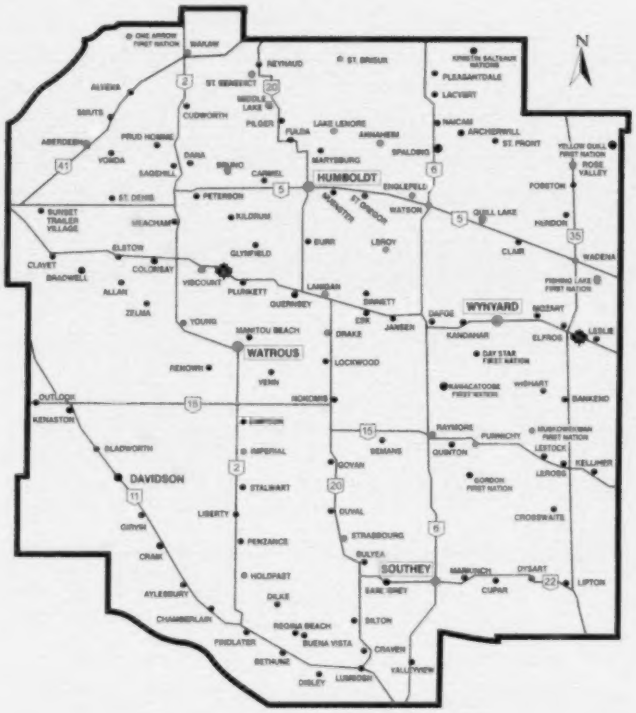
STUDENT SUCCESS

Program Groups		Actuals																							
		2014-2015												2015-2016											
		Total Students Completed			Total Students Graduated			Total Students Employed			Total Going to Further Training			Total Students Completed			Total Students Graduated			Total Students Employed			Total Going to Further Training		
		FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas	FT	PT	Cas
BASIC EDUCATION	**BE Credit:**																								
	Academic GED	1	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Adult 12	4	0	0	45	5	0	9	0	0	18	3	0	3	0	0	28	4	0	5	0	0	13	4	0
	Adult 10	3	0	0	23	0	0	0	0	0	19	0	0	1	0	0	23	0	0	5	0	0	12	0	0
	Total BE Credit	**8**	**12**	**0**	**68**	**5**	**0**	**9**	**0**	**0**	**37**	**3**	**0**	**4**	**0**	**0**	**51**	**4**	**0**	**10**	**0**	**0**	**25**	**4**	**0**
																									0
	Employability/Life Skills	0	16	0	0	0	0	0	0	0	0	0	0	25	8	0	0	0	0	7	1	0	3	5	0
	English Language Training	0	122	0	0	0	0	0	0	0	0	0	0	0	198	0	0	0	0	0	174	0	0	1	0
	General Academic Studies	51	9	0	0	0	0	4	0	0	15	0	0	19	3	0	0	0	0	1	0	0	0	0	0
	Literacy	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total BE Non-Credit	**51**	**156**	**0**	**0**	**0**	**0**	**4**	**0**	**0**	**15**	**0**	**0**	**44**	**209**	**0**	**0**	**0**	**0**	**8**	**175**	**0**	**3**	**6**	**0**
BASIC TOTAL EDUCATION		**59**	**168**	**0**	**68**	**5**	**0**	**13**	**0**	**0**	**52**	**3**	**0**	**48**	**209**	**0**	**51**	**4**	**0**	**18**	**175**	**0**	**28**	**10**	**0**
SKILLS TRAINING	**Institute Credit:**																								
	Apprenticeship & Trade	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sask Polytechnic	27	80	0	91	42	0	40	16	0	12	0	0	4	38	0	97	42	2	62	48	1	12	15	0
	Other	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	0	0	0	0	0	0	0	0
	Total Institute Credit	**44**	**80**	**0**	**91**	**42**	**0**	**40**	**16**	**0**	**12**	**0**	**0**	**4**	**38**	**0**	**111**	**42**	**2**	**62**	**48**	**1**	**12**	**15**	**0**
	Industry Credit:																								
	Total Industry Credit	**0**	**84**	**17**	**0**	**45**	**649**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**101**	**180**	**0**	**52**	**1047**	**0**	**0**	**0**	**0**	**0**	**0**
	Non-Credit: Industry, Community/Individual, Personal Interest																								
	Total Non-Credit	**9**	**31**	**684**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**5**	**29**	**489**	**0**	**0**	**0**	**1**	**0**	**0**	**3**	**0**	**0**
TOTAL SKILLS TRAINING		**53**	**195**	**701**	**91**	**87**	**649**	**40**	**16**	**0**	**12**	**0**	**0**	**9**	**168**	**669**	**111**	**94**	**1049**	**63**	**48**	**1**	**15**	**15**	**0**
UNIVERSITY	**University Credit:**																								
	Total University Credit	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL UNIVERSITY		**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ENROLMENT		**112**	**365**	**701**	**159**	**92**	**649**	**53**	**16**	**0**	**64**	**3**	**0**	**57**	**377**	**669**	**162**	**98**	**1049**	**81**	**223**	**1**	**43**	**25**	**0**

PROGRAM OFFERINGS BY REGION

An important ingredient in the success of any college is its ability to "connect" with its communities and residents. In a region having a population of over 66,200, Carlton Trail College offered **295** programs/classes to **2,557** students in **30** communities during the 2015/16 programming year.

- 2015 - 2016 programming locations



Location	# of Classes	# of Students	Location	# of Classes	# of Students	Location	# of Classes	# of Students
Aberdeen	1	18	Lanigan	3	65	Southey	13	120
Annaheim	2	32	LeRoy	3	25	St. Benedict	1	14
Bruno	1	9	Middle Lake	5	39	St. Brieux	4	53
Drake	1	18	Muenster	3	55	Strasbourg	2	28
Englefeld	8	87	Muskowekwan First Nation	2	13	Viscount	1	8
Fishing Lake First Nation	1	6	One Arrow First Nation	4	23	Wadena	4	43
Holdfast	1	5	Punnichy	9	90	Wakaw	6	62
Humboldt	138	1,494	Quill Lake	1	14	Watrous	30	310
Imperial	3	41	Raymore	7	70	Watson	2	17
Lake Lenore	1	22	Rose Valley	1	19	Wynyard	22	205

Note: Numbers do not include service type activity and are totaled, not distinct students (see definitions).

ENROLMENT BY PROGRAM CATEGORY – *HUMBOLDT*

	Program Groups	Actuals 2014-2015 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs	2015-2016 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs
BASIC EDUCATION	**BE Credit: 12**								
	Academic GED	1	17	0	5.79	0	0	0	0
	Adult 12	59	17	0	73.44	46	10	0	54.85
	Adult 10	27	2	0	28.21	19	13	0	18.98
	Total BE Credit	**87**	**36**	**0**	**107.44**	65	23	0	73.83
	BE Non-Credit:								
	Employability/Life Skills	0	0	0	0	0	9	0	1.33
	English Language Training	0	192	0	19.65	1	229	0	25.69
	General Academic Studies	18	19	0	12.38	20	7	0	17.50
	Literacy	0	12	0	0.6	0	0	0	0
	Total BE Non-Credit	**18**	**223**	**0**	**32.63**	21	245	0	44.52
TOTAL BASIC EDUCATION		**105**	**259**	**0**	**140.07**	**86**	**268**	**0**	**118.35**
SKILLS TRAINING	**Institute Credit:**								
	Apprenticeship & Trade	0	0	0	0	0	0	0	0
	Sask Polytechnic	62	66	0	92.94	66	40	1	76.32
	Other	0	0	0	0	0	0	0	0
	Total Institute Credit	**62**	**66**	**0**	**92.94**	**66**	**40**	**1**	**76.32**
	Industry Credit:								
	Total Industry Credit	**0**	**181**	**358**	**28.50**	**0**	**136**	**704**	**41.94**
	Non-Credit: Industry, Community/Individual, Personal Interest								
	Total Non-Credit	**0**	5	**408**	5.21	**0**	23	**286**	5.50
TOTAL SKILLS TRAINING		**62**	**252**	**766**	**126.64**	**66**	**199**	**991**	**123.77**
UNIVERSITY	**University Credit:**								
	Total University Credit	**0**	**2**	**0**	**0.20**	**0**	**0**	**0**	**0**
TOTAL UNIVERSITY		**0**	**2**	**0**	**0.20**	**0**	**0**	**0**	**0.00**
TOTAL ENROLMENT		**167**	**513**	**766**	**266.90**	**152**	**467**	**991**	**242.12**

ENROLMENT BY PROGRAM CATEGORY – *SOUTHEY*

Program Groups		Actuals 2014-2015 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs	2015-2016 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs
BASIC	**BE Credit:**								
	Academic GED	0	0	0	0.00	0	0	0	0
	Adult 12	0	0	0	0.00	0	0	0	0
	Adult 10	0	0	0	0.00	0	0	0	0
	Total BE Credit	**0**	**0**	**0**	**0.00**	**0**	**0**	**0**	**0.00**
	BE Non-Credit:								
	Employability/Life Skills	0	0	0	8.97	30	6	0	16.71
	English Language Training	0	0	0	0	0	0	0	0
	General Academic Studies	43	4	0	31.89	0	0	0	0
	Literacy	0	0	0	0	0	0	0	0
	Total BE Non-Credit	**43**	**4**	**0**	**40.86**	**30**	**6**	**0**	**16.71**
TOTAL BASIC EDUCATION		**43**	**4**	**0**	**40.86**	**30**	**6**	**0**	**16.71**
SKILLS TRAINING	**Institute Credit:**								
	Apprenticeship & Trade	0	0	0	0	0	0	0	0
	Sask Polytechnic	18	32	0	19.33	20	21	0	23.89
	Other	23	0	0	8.92	22	0	0	10.21
	Total Institute Credit	**41**	**32**	**0**	**28.25**	**42**	**21**	**0**	**34.10**
	Industry Credit:								
	Total Industry Credit	**0**	**12**	**58**	**4.18**	**0**	**0**	**90**	**1.76**
	Non-Credit: Industry, Community/Individual, Personal Interest								
	Total Non-Credit	**11**	**25**	**76**	**9.79**	**8**	**1**	**72**	**3.53**
TOTAL SKILLS TRAINING		**52**	**69**	**134**	**42.22**	**50**	**22**	**162**	**39.38**
UNIVERSITY	**University Credit:**								
	Total University Credit	**0**	**0**	**0**	**0.00**	**0**	**0**	**0**	**0**
TOTAL UNIVERSITY		**0**	**0**	**0**	**0.00**	**0**	**0**	**0**	**0.00**
TOTAL ENROLMENT		**95**	**73**	**134**	**83.08**	**80**	**28**	**162**	**56.09**

ENROLMENT BY PROGRAM CATEGORY – *WATROUS*

	Program Groups	Actuals 2014-2015 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs	2015-2016 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs
BASIC EDUCATION	**BE Credit:12**								
	Academic GED	0	0	0	0	0	0	0	0
	Adult 12	0	0	0	0	0	0	0	0
	Adult 10	0	0	0	0	0	0	0	0
	Total BE Credit	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	BE Non-Credit:								
	Employability/Life Skills	0	0	0	0	0	0	0	0
	English Language Training	0	0	0	0	0	0	0	0
	General Academic Studies	0	0	0	0	0	0	0	0
	Literacy	0	0	0	0	0	0	0	0
	Total BE Non-Credit	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL BASIC EDUCATION		**0**	**0**	**0**	**0.00**	**0**	**0**	**0**	**0**
SKILLS TRAINING	**Institute Credit:**								
	Apprenticeship & Trade	0	0	0	0	0	0	0	0
	Sask Polytechnic	37	54	0	62.21	29	10	0	37.26
	Other	0	0	0	0	0	0	0	0
	Total Institute Credit	**37**	**54**	**0**	**62.21**	**29**	**10**	**0**	**37.26**
	Industry Credit:								
	Total Industry Credit	**0**	**1**	**142**	**2.75**	**0**	**7**	**230**	**5.44**
	Non-Credit: Industry, Community/Individual, Personal Interest								
	Total Non-Credit	**0**	**2**	**148**	**1.76**	**0**	**1**	**115**	**1.64**
TOTAL SKILLS TRAINING		**37**	**57**	**290**	**66.72**	**29**	**18**	**345**	**44.34**
UNIVERSITY	**University Credit:**								
	Total University Credit	**0**	**0**	**0**	**0.00**	**0**	**0**	**0**	**0**
TOTAL UNIVERSITY		**0**	**0**	**0**	**0.00**	**0**	**0**	**0**	**0**
TOTAL ENROLMENT		**37**	**57**	**290**	**66.72**	**29**	**18**	**345**	**44.34**

ENROLMENT BY PROGRAM CATEGORY – *WYNYARD*

Program Groups		Actuals 2014-2015 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs	2015-2016 Student Enrol FT	Student Enrol PT	Student Enrol Casual	FLEs
BASIC EDUCATION	**BE Credit:12**								
	Academic GED	0	0	0	0	0	0	0	0
	Adult 12	0	0	0	0	0	0	0	0
	Adult 10	0	0	0	0	12	2	0	11.97
	Total BE Credit	**0**	**0**	**0**	**0**	**12**	**2**	**0**	**11.97**
	BE Non-Credit:								
	Employability/Life Skills	0	18	0	6.09	0	0	0	0
	English Language Training	0	0	0	0	0	0	0	0
	General Academic Studies	6	8	0	6.02	0	0	0	0
	Literacy	0	0	0	0	0	0	0	0
	Total BE Non-Credit	**6**	**26**	**0**	**12.11**	**0**	**0**	**0**	**0**
TOTAL BASIC EDUCATION		**6**	**26**	**0**	**12.11**	**12**	**2**	**0**	**11.97**
SKILLS TRAINING	**Institute Credit:**								
	Apprenticeship & Trade	0	0	0	0	0	0	0	0
	Sask Polytechnic	12	13	0	16.96	11	15	2	20.84
	Other	0	0	0	0	0	0	0	0
	Total Institute Credit	**12**	**13**	**0**	**16.96**	**11**	**15**	**2**	**20.84**
	Industry Credit:								
	Total Industry Credit	**0**	**10**	**118**	**3.66**	**0**	**0**	**209**	**4.36**
	Non-Credit: Industry, Community/Individual, Personal Interest								
	Total Non-Credit	**0**	**0**	**75**	**1.59**	**0**	**4**	**41**	**1.18**
TOTAL SKILLS TRAINING		**12**	**23**	**193**	**22.21**	**11**	**19**	**252**	**26.38**
UNIVERSITY	**University Credit:**								
	Total University Credit	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL UNIVERSITY		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
TOTAL ENROLMENT		**18**	**49**	**193**	**34.32**	**23**	**21**	**252**	**38.35**

SKILLS TRAINING PROGRAMS

INSTITUTE CREDIT

Carlton Trail College continued to provide various credit skills training programming opportunities throughout its region. A variety of full- and part-time programs, primarily brokered through Saskatchewan Polytechnic, were offered. The majority of programs were financed utilizing provincial funding resources received from the Ministry of the Economy, while some programs were delivered on a cost-recovery basis, and others offered through partnering agreements with third parties.

The College received an approximate 2.2% reduction in Skills Training funding in 2015/16. Overall there was a 6.7% decrease in enrolments, with an 18% decrease in FLEs. These decreases were a result of a slight reduction in both full- and part-time program offerings, with Industrial Mechanics being removed from the program plan due to insufficient enrolments, and the completion of the part-time Primary Care Paramedic and Business Certificate programs mid-way through the year. In addition, the reduction in numbers was impacted slightly by the change in which the colleges track Saskatchewan Polytechnic programs that were historically delivered over the LIVE Network.

HIGHLIGHTS

- Approximately 95% of the students from both the Humboldt and Wynyard Continuing Care Assistant (CCA) and Office Administration programs obtained employment in their field of training with the Saskatoon Health Region.
- Students from the College's Power Engineering Technician program had some of the highest final marks in the province for the Technical Safety Authority of Saskatchewan (TSASK) interprovincial Fourth Class exams. In addition, five of the 12 graduates from the Technician program moved on to Saskatchewan Polytechnic to complete the second year of the Power Engineering Technology Diploma program.
- Two Educational Assistant Certificate programs and a Business certificate program were offered on a part-time basis throughout the region. The programs were delivered in the evening thereby allowing individuals to take classes to obtain their certification while continue to remain in the workforce.
- The Security Officer Applied Certificate program was offered in Raymore for a third time in partnership with Touchwood Agency Tribal Council Labour Force Development, and Labour Market Services. After the completions of the required two-week work experience, the majority of the students were offered permanent employment.

Institute Credit Programs Delivered in 2015/16

- Business Certificate
- Construction Worker Preparation
- Continuing Care Assistant Certificate
- Early Childhood Education Certificate
- Electrician Applied Certificate
- Educational Assistant Certificate
- Heavy Equipment Operator Applied Certificate
- Office Administration Certificate
- Plumbing & Pipefitting Applied Certificate
- Power Engineering 4th Class Technician Certificate
- Power Engineering 3rd Class Theory
- Practical Nursing Diploma
- Primary Care Paramedic
- Security Officer
- Welding Applied Certificate

INDUSTRY CREDIT

The College understands the importance of offering Industry Credit programming to meet the needs of business, industry, First Nations communities and individual stakeholders residing in our region. In 2015/16, the College realized a 56.3% increase in enrolments and a 36% increase in the FLEs for Industry Credit programming. The majority of the Industry Credit programming was offered on a cost-recovery basis or through third party partnerships.

HIGHLIGHTS

- The College continues to partner with 33 volunteer fire departments within its region to deliver online and face-to-face modules of the *Essentials of Firefighting 1001*. A total of 602 students participated in training, up by 12% over the previous year.
- The Canada-Saskatchewan Job Grant program was utilized by 13 businesses in the region to provide industry specific training for employees. The training was primarily for Class 1A licensing, but also included training in Excel, Power Engineering Fireman and Fifth Class, and Welding skills and terminology.
- Safety training continues to be highly sought after in the region with 1,374 individuals being trained in various areas. This increase over last year is largely due to the significant increase in First Aid/CPR training delivered to upwards of 600 grade 10 students from across the Horizon School Division.

Industry Credit Programs Delivered in 2015/16

- Assist-Suicide Intervention
- Babysitting Training
- Canadian Firearm Safety
- Confined Space Entry
- Essentials of Fire Fighting
- Forklift Safety Operator
- Food Safe
- Ground Disturbance
- H2S Alive
- Pesticide Training
- Power Engineering 5th Class
- Power Engineering Fireman Level
- Red Cross Recertification
- Safety Training
- Snowmobile Safety Training
- Standard First Aid/CPR with AED
- Truck Driver Training/Air Brake
- Welding Upgrader

BUSINESS, INDUSTRY & COMMUNITY

Business, Industry and Community Education (BIC) programs consist of non-credit courses of varying duration in the areas of agriculture, business, computer applications, health and wellness and general interest. These programs are scheduled in various communities throughout the region based on identified needs and stakeholder requests. 2015/16 programming saw a decrease in enrolments of 35%, and a subsequent decrease in FLEs.

BIC PROGRAMS OFFERED IN 2015/16

- Agriculture
  - Ag Expert
  - Intro to Grain Marketing
- Business/Trades
  - Essential Skills for the Workplace
  - Transition to Employment
  - Arc Welding
  - Entrepreneurship
  - General Welding
  - Welding Terminology
- Computers
  - Intro to Computers
  - Intro to iPad
  - MS Excel
  - Advanced Excel
  - Spreadsheets (Excel)
  - Quickbooks
  - Microsoft Word
  - PowerPoint
- Health & Wellness
  - Fire Extinguishers
- Ed2Go (Online)
  - Purchasing Fundamentals
  - Creating Web Pages
  - Quickbooks
  - Photoshop Elements
  - Digital Photography
  - Medical Terminology
  - Writing & Language
  - Excel
  - Grant Writing
  - Food, Nutrition & Health
  - Gerontology
  - Holistic & Integrative Health
  - Human Anatomy & Physiology
  - Professional Development
- General Interest
  - Cooking
  - Digital Photography
  - Home Handyman
  - Painting
  - Quilting
  - Driver Training

ADULT BASIC EDUCATION

Adult Basic Education (ABE) is an umbrella term that refers to a wide range of services, and credit and non-credit programs designed to help learners garner the foundational skills needed to gain employment or the credentials required to enter post-secondary education. In order to address the breadth of student needs across our region, the provision of a variety of ABE programs is essential. In an effort to best meet regional demands, the College provides a spectrum of ABE training opportunities including Level 4 (Adult 12), Level 3 (Adult 10), Level 1 and 2 (literacy, essential and employability skill development) and English as a Subsequent Language (ESL).

In 2015/16 ABE credit programming saw a decrease in FLEs of approximately 25%, and a 20% decrease in enrolments over the previous program year. These reductions were a result of delivering ABE Level 3 in Wynyard, a shorter program than the Level 4 delivered the previous year, and the decision not to run any Academic GED programs. The overall success rate of students was 63%.

Graduate from ABE Level 4 - Punnichy Program

In the area of ABE non-credit programming the College saw a decrease in the number of programs offered, resulting in a 39.3% decrease in FLEs, but only a 5.9% decrease in enrolments. This decrease in programming was a result of only delivering two ABE-ESWP project instead of the previous year's five. The rationale for the decision to only apply for two projects was partially because of a transition in staffing at the senior programming level, but mostly because it was deemed important to deliver two very high quality programs focusing on retention and attachment to the workforce. In terms of success for ABE non-credit programming, not including english language training, 78% of the students are either employed or going on to further education; and the College saw an 18% increase in Indegenous student completion rates over last year.

HIGHLIGHTS

- The College delivered ABE Level 3 programming in Punnichy, Wakaw and Wynyard, and Level 4 programming in Humboldt, Punnichy and Wakaw.
- The College delivered ABE-ESWP programming with Fishing Lake First Nation and One Arrow First Nation. Both programs met or exceeded all Labour Market Services outcomes and maintained high levels of attendance and student engagement. Feedback from both employers at work-placement sites and students was extremely positive. The majority of students from both programs have either secured employment or are continuing their education with the College

- The College hosted an ABE Student Experience Day in March 2016 at the Humboldt Campus. ABE students from all of the Level 3, Level 4 and ESWP programs were brought in for tours of the Welding and Plumbing shop, and the Office Administration, Power Engineering and Continuing Care Assistant classrooms. During the tours, the current post-secondary students led the ABE students in hands-on activities as well as answered questions about their program. Students also experienced a virtual tour consisting of a short instructor led presentation and tour of facilitates of both the Electrician and Practical Nursing programs being delivered in Watrous.

- The College offered "Start Here!", a level 1/2 Literacy program on One Arrow First Nation. Utilizing *The Circle of Learning: Saskatchewan Adult Literacy Benchmarks* to build on participants' literacy levels, the goal of this program was to introduce learners to the foundational skills needed for work, education and everyday life.
- In partnership with Immigration, Refugees and Citizenship Canada (IRCC), and the Ministry of Economy, the College offered 9 six-hour and 3 three-hour multi-level Language Instruction for Newcomers to Canada (LINC) classes in ten locations throughout the region. Overall, there were a total of 229 individuals participating in these programs, which is a 19% increase over last year.
- The College hosts three active language assessors, and language assessments are done as required throughout the year. In 2015/16, 159 assessments were completed across the region; 121 permanent residents, 33 non-permanent residents and 8 Canadian citizens.
- In partnership with Schulte Industries, the College provided job specific language training over 18 weeks to eleven Schulte Industries employees. This program was partially funded through the Canada Saskatchewan Job Grant, and will continue in 2016/17.
- Canadian Academic English Language (CAEL) testing was taken over from Carleton University by Paragon Testing Enterprises, a subsidiary of the University of British Columbia. The College has maintained its partnership and continues to be the only post-secondary institute in Saskatchewan that currently offers this service. In 2015/16, the College offered 10 CAEL sittings with a total of 119 test takers.

Year-end ESL Student Celebration in Humboldt

229 students participated in ESL training throughout the College region in 2015/16. The ESL program saw an 86% completion rate.

STUDENT SERVICES

Student Services plays a key role in student success; assisting students to determine their academic and career goals, providing ongoing support throughout College programs, and assistance in transitioning to further academic attainment and/or the workforce.

Depending on the needs of the learner, advising services are provided on a confidential one-on-one or group basis. Student services offer learners the following wide array of personalized supports:

Academic Advising	• Program Planning • Academic Progress • Application Assistance
Accessibility/Disability Services	• Assessment of Learning Disabilities • Accommodation for Documented Disabilities • Support and Advocacy
Crisis Intervention	• Critical Incident Debriefing • Suicide Intervention • Referrals to Community Agencies and Services
Financial Planning	• Student Loan Information • Scholarships, Bursaries and Awards Information • Budgeting Assistance for Going to School
Help with Choosing a Career	• Career Testing/Assessment • Career Planning • Program Information and Exploration
Personal Coaching	• Academic Success • Problem Solving • Confidential Personal Advising • Conflict Resolution and Mediation
Success Workshops	• Study Skills • Time Management • Note Taking Strategies • Exam Preparation • Exam Anxiety • Pacific Institute Training
Transition to Employment	• Goal Setting • Resume and Cover Letter Assistance • Interview Preparation • Workplace Skills Development for Specific Programs

Student services personnel facilitate the world renowned goal-setting and personal enhancement program, *The Pacific Institute*, for all students enrolled in full-time institute credit and ABE credit and non-credit programs. The goal of the workshop is to strengthen student engagement and to increase student retention and overall success.

Pro-active and preventative services continue to be a key area of focus for the student services team. In addition to the approximately 300 intake and assessment meetings undertaken with potential ABE students, Student Services, as a pilot project, conducted post-acceptance interviews with students in three institute credit program. The goal of these interviews was to provide a touchpoint for program retention, as well as an opportunity to engage in discussions about the program the student was enrolled

in, funding options, and other issues such as early identification of barriers such as learning disabilities, addictions, or mental health concerns that may impact the students' success. As a result of the success of this initiative the practice will be extended to students accepted into all institute credit programming in 2016/17.

A "Transition Team" was developed this past spring with staff from the College, One Arrow First Nation, and Saskatoon Tribal Council to formalize strategies to increase One Arrow First Nation community member's participation in the labour market and/or post-secondary education. The purpose of the team is to work collaboratively so that the transition of graduates from both ABE and other post-secondary programs in the One Arrow First Nation area is better supported and is more seamless.

The College's accessibility/disability office provided support to a number of individuals who required assistance or accommodations for disabilities. 85% of students assisted through the Workforce Development for People with Disabilities (WFD-PD) program successfully completed the programs in which they were enrolled. The remaining 15% were placed on a reduced course load and plan on returning in the fall of 2016 to complete their studies. 90% of those that completed their program are either employed and/or are enrolled in post-secondary education for the fall of 2016.

UNIVERSITY PROGRAMS

The College does not offer any face-to-face university programs. However, students do have the option to enroll in University of Regina classes offered over the LIVE Network.

YOUTH INTERNSHIP PROGRAM

Industry Canada Industrie Canada

The Youth Internship Program is an Industry Canada funded program designed to create jobs and other social, educational and economic benefits associated with the use of information technologies. The program provides funding for young Canadians to gain employment with Information and Communications Technologies (ICT) related not-for-profit organizations. The objective is to encourage not-for-profit organizations across Canada to develop and apply ICT-related skills and create internships to strengthen their business and build a foundation for success of youth in the job market.

Carlton Trail College has been contracted to administer the Youth Internship program in Saskatchewan since its inception in 1994. Special attention is paid to properly administer the program to meet the Youth Employment Strategy Objectives and Youth Internship priorities. The Provincial Coordinator is based out of the Humboldt office and provides training and support for the youth interns throughout the province.

51 interns were placed at host organizations in Saskatchewan during the 2015/16 program, including the Provincial Coordinator and three Regional Coordinators. Interns are eligible under either a "Career Focus Stream" (students currently enrolled in a post-secondary institution or who have completed at least one course at a university or other post-secondary institution) or a "Summer Work Experience Stream" (students intending to return to school full time after the internship).

Interns were trained on a variety of topics including: resume building, interview skills, career finding tools, social media, internet safety, internet research, computer applications, presentation skills, effective communication, leadership, goal setting, motivation and stress, and more.

In their jobs, the youth interns performed a variety of duties that were dependent on the needs of their host organization. Some conducted computer and internet training, others helped library patrons with using e-readers, assisted with resume writing, conducted activities at youth centers, and developed websites. They all used ICT to enhance the operation of the organizations and communities in which they worked.

Sask-YI training in Bruno

CARLTON TRAIL COLLEGE

DEFINITIONS

DEFINITIONS

Program/Service

Program: A course(s) of study based on a curriculum, plan or system of academic and related activities that have a definite duration.

Service: The formal act of helping, providing assistance and/or advice.

Certification

Credit: Learning which is certified by a recognized body.

Non-Credit: Learning which is not certified by a recognized body.

Program Completion Status

Completer (C): A student who has completed the time requirement of a course or all courses within a program session.

Completed Successfully: A student who has successfully completed all requirements of a non-credit program.

Graduate (G): A student who has successfully completed all program requirements and attained a level of standing resulting in credit recognition from an accrediting institution/industry and/or regulatory body.

Program Type

Apprenticeship & Trade: Education and training certified through Apprenticeship and Trade Commission.

Basic Education Credit (BE Credit): Learning that is certified by the Saskatchewan Ministry of Education

Basic Education Non-Credit (BE Non-Credit): Learning which may include some form of evaluation; however, does not result in certification by a recognized body.

Community/Individual Non-Credit: Education and training that leads to or enhances a person(s) employability or enhances community and/or social development, but does not result in credentials or certification recognized by an industry, association or sector, regulatory body or licensing agency.

Industry Credit: Education and training that leads to a credential that is recognized by an industry association or sector, regulatory body or licensing agency.

Industry Non-Credit: Education and training that meets the specific needs identified for an industry, group, firm or sector that does not result in credentials or certification recognized by an industry, association or sector, regulatory body or licensing agency.

DEFINITIONS cont'd

Institute Credit: Education and training which leads to a credential (certificate, diploma, degree) from a recognized credit-granting agency.

University: University credit training.

Personal Interest Non-Credit: Education and training that meets the needs of individual(s) or group(s) for the purpose of enhancing their hobby, leisure and recreation skills.

Students

Distinct Student: An individual participating, over an identified period of time, in one or more program groups offered by the College.

Full-Time Student: is defined as one who is taking courses that collectively require a minimum of 18 hours of scheduled class time per week for a minimum period of 12 weeks. There are two exceptions to this definition:

- for Apprenticeship and Trade: a complete level (the length depends on the trade) is required; and
- for university courses: a minimum of 216 hours of scheduled class time for the academic year.

Part-Time Student: is defined as: (a) one who is taking courses of less than 12 weeks duration, even when more than 18 hours of scheduled class time per week is required or (b) one who is taking courses that are at least 12 weeks in duration, but collectively require less than 18 hour of scheduled class time per week.

Casual Student: is defined as one who is taking courses within a program group that collectively total less than 30 hours of scheduled class time.

Registration

Course Registrations: The number of students enroled in courses taken within a program area or program type.

Program Registrations: The number of students enroled in a program area or program type.

Student Enrolment: Student(s) enroled in program(s) or course(s) that are part of a specific Program Group.

Count

Full-Load Equivalent (FLE): Total participant hours divided by the generally accepted full-load equivalent factor for a program group.

Participant Hours: The total time that a student is actively involved in a program (course) session.

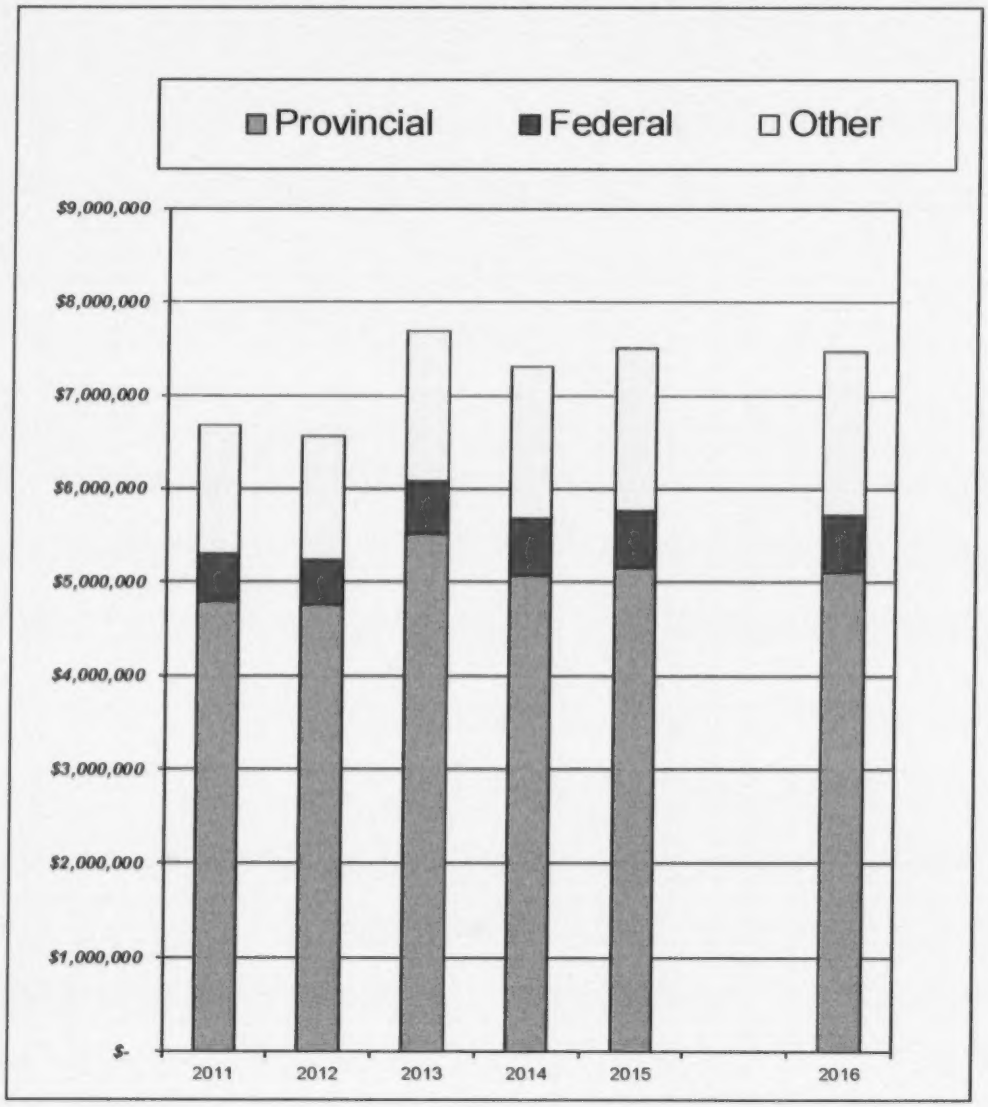
CARLTON TRAIL COLLEGE

FINANCIAL STATEMENTS

JUNE 30, 2016

CARLTON TRAIL REGIONAL COLLEGE
REVENUE ANALYSIS
2011 - 2016

	2011	2012	2013	2014	2015	2016
Provincial	$ 4,783,774	$ 4,752,645	$ 5,523,134	$ 5,073,448	$ 5,161,905	$ 5,102,986
Federal	519,412	482,979	566,997	603,412	610,416	612,414
Other	1,372,255	1,319,724	1,605,649	1,623,658	1,736,090	1,754,720
Total	$ 6,675,441	$ 6,555,348	$ 7,695,780	$ 7,300,518	$ 7,508,411	$ 7,470,120

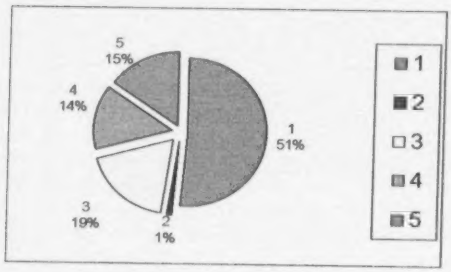


In 2013 CTRC switched to PSAB statements. 2012 figures were restated.

CARLTON TRAIL COLLEGE
Comparison of Expenditures 2011 - 2016

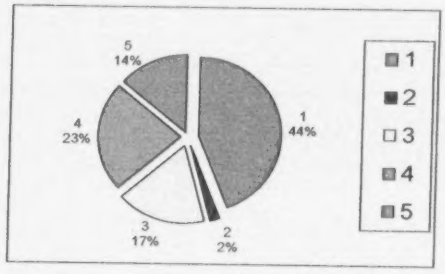
2011

(1) Programming	3,347,349
(2) Board	63,019
(3) Admin	1,207,309
(4) Organization	919,079
(5) Career Support	996,034
Total	$ 6,532,790



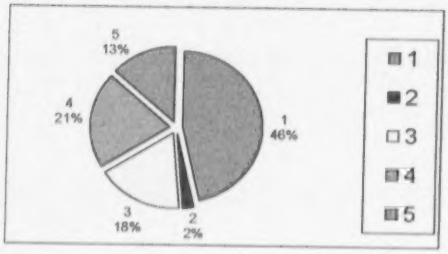
2012

(1) Programming	3,135,970
(2) Board	131,811
(3) Admin	1,254,656
(4) Organization	1,620,802
(5) Career Support	988,117
Total	$ 7,131,356



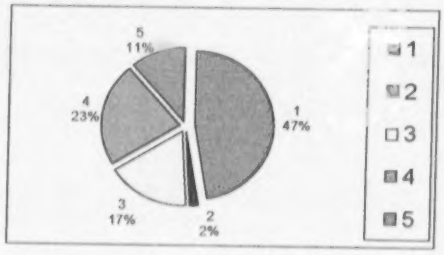
2013

(1) Programming	3,193,799
(2) Board	150,004
(3) Admin	1,203,408
(4) Organization	1,420,341
(5) Career Support	923,119
Total	$ 6,890,671



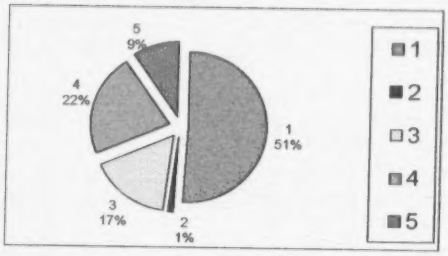
2014

(1) Programming	3,550,868
(2) Board	132,950
(3) Admin	1,284,372
(4) Organization	1,693,636
(5) Career Support	856,430
Total	$ 7,518,274



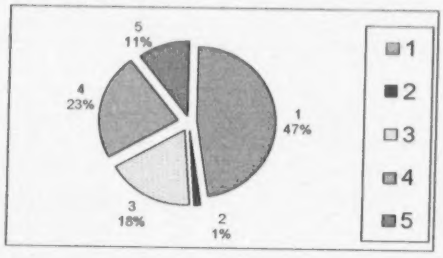
2015

(1) Programming	4,108,469
(2) Board	86,930
(3) Admin	1,341,168
(4) Organization	1,778,433
(5) Career Support	772,326
Total	$ 8,087,326



2016

(1) Programming	3,568,816
(2) Board	97,315
(3) Admin	1,347,637
(4) Organization	1,715,143
(5) Career Support	792,991
Total	$ 7,521,902



In 2013 CTRC switched to PSAB statements. 2012 figures were restated.

INDEPENDENT AUDITORS' REPORT

To the Board
Carlton Trail College

We have audited the accompanying financial statements of Carlton Trail College, which comprise the statement of financial position as at June 30, 2016, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Carlton Trail College as at June 30, 2016, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

original signed by

Wynyard, Saskatchewan
September 27, 2016

E.J.C. Dudley & Co.
Chartered Professional Accountants

CARLTON TRAIL COLLEGE
Statement of Management Responsibility

The College is responsible for the preparation of the financial statements and has prepared them in accordance with Canadian public sector accounting principles and in accordance with the guidelines developed by Saskatchewan Advanced Education. The College believes the financial statements present fairly the College's financial position as at June 30, 2016, and the results of its operations for the year then ended.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the College has developed and maintains a system of internal control designed to provide reasonable assurance that College assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements.

The Board of Directors is responsible for the review of the financial statements. The Board meets with management and, as required, with the external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Board with and without the presence of management.

The financial statements for the year ended June 30, 2016, have been reported on by E. J. C. Dudley & Co. The Auditors' Report outlines the scope of their examination and provides their opinion on the fairness of presentation of the information in the financial statements.

original signed by

President and CEO

original signed by

VP Finance

Statement 1

Carlton Trail College
Statement of Financial Position
as at June 30, 2016

	June 30 2016	June 30 2015
Financial Assets		
Cash and cash equivalents (Note 3)	$ 1,564,151	$ 1,546,152
Accounts receivable (Note 4)	611,837	570,007
Inventories for resale (Note 5)	48,310	57,172
Total Financial Assets	2,224,298	2,173,331
Liabilities		
Accrued salaries and benefits (Note 6)	204,608	206,618
Accounts payable and accrued liabilities (Note 7)	36,677	143,375
Deferred revenue (Note 8)	126,071	302,739
Liability for employee future benefits (Note 9)	147,100	138,800
Total Financial Liabilities	514,456	791,532
Net Financial Assets	1,709,842	1,381,799
Non-Financial Assets		
Tangible capital assets (Note 10)	4,326,245	4,593,690
Prepaid expenses (Note 11)	25,824	138,204
Total Non-Financial Assets	4,352,069	4,731,894
Accumulated Surplus	$ 6,061,911	$ 6,113,693
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	$ 6,061,911	$ 6,113,693
Total Accumulated Surplus	$ 6,061,911	$ 6,113,693

Contractual Obligations and Commitments (Note 17)

The accompanying notes and schedules are an integral part of these financial statements

On behalf of the Board:

original signed by _____ Chairperson

original signed by _____ VP Finance

Carlton Trail College
Statement of Operations and Accumulated Surplus
for the year ended June 30, 2016

	2016 Budget (Note 14)	2016 Actual	2015 Actual
Revenues (Schedule 2)			
Provincial government			
Grants	$ 4,206,200	$ 4,427,500	$ 4,231,448
Other	577,270	675,486	930,457
Federal government			
Other	624,165	612,414	610,416
Other revenue			
Administrative recoveries	10,100	28,169	541
Contracts	537,950	510,324	461,952
Interest	27,900	18,678	23,592
Rents	500	1,088	2,043
Resale items	158,705	155,301	167,164
Tuitions	941,465	888,853	1,034,108
Donations	74,000	135,978	19,135
Other	17,420	16,329	27,555
Total revenues	7,175,675	7,470,120	7,508,411
Expenses (Schedule 3)			
General	3,137,710	3,047,395	3,097,331
Skills training	2,269,285	2,232,766	2,602,371
Basic education	1,701,610	1,336,050	1,506,098
Services	799,425	792,991	772,326
Scholarships	93,000	112,700	109,200
Total expenses	8,001,030	7,521,902	8,087,326
Deficit for the Year from Operations	(825,355)	(51,782)	(578,915)
Accumulated Surplus, Beginning of Year	6,113,693	6,113,693	6,692,608
Accumulated Surplus, End of Year	$ 5,288,338	$ 6,061,911	$ 6,113,693

The accompanying notes and schedules are an integral part of these financial statements

Statement 3

Carlton Trail College
Statement of Changes in Net Financial Assets
as at June 30, 2016

	2016 Budget (Note 14)	2016 Actual	2015 Actual
Net Financial Assets, Beginning of Year	$ 1,381,799	$ 1,381,799	$ 1,729,164
Deficit for the Year from Operations	(825,355)	(51,782)	(578,915)
Acquisition of tangible capital assets	(60,000)	(114,052)	(136,515)
Proceeds on disposal of tangible capital assets	-	50,480	-
Net gain on disposal of tangible capital assets	-	(32,038)	-
Amortization of tangible capital assets	367,650	363,055	383,683
Acquisition (use) of prepaid expenses	20,000	112,380	(15,618)
Change in Net Financial Assets	(497,705)	328,043	(347,365)
Net Financial Assets, End of Year	$ 884,094	$ 1,709,842	$ 1,381,799

The accompanying notes and schedules are an integral part of these financial statements

Statement 4

Carlton Trail College
Statement of Cash Flows
for the year ended June 30, 2016

	2016	2015
Operating Activities		
Deficit for the year from operations	$ (51,782)	$ (578,915)
Non-cash items included in surplus (deficit)		
Amortization of tangible capital assets	363,055	383,683
Net gain on disposal of tangible capital assets	(32,038)	-
Changes in non-cash working capital		
(Increase) decrease in accounts receivable	(41,830)	99,544
Decrease (increase) in inventories for resale	8,862	(17,611)
(Decrease) increase in accrued salaries and benefits	(2,010)	39,708
Decrease in accounts payable and accrued liabilities	(106,698)	(91,902)
(Decrease) increase in deferred revenue	(176,668)	259,587
Increase in Liability for Employee Future Benefits	8,300	14,600
Decrease (increase) in prepaid expenses	112,380	(15,618)
Cash Provided by Operating Activities	81,571	93,076
Capital Activities		
Cash used by Capital Activities	(114,052)	(136,515)
Proceeds on disposal of tangible capital assets	50,480	-
Cash Used by Capital Activities	(63,572)	(136,515)
Increase (decrease) in Cash and Cash equivalents	17,999	(43,439)
Cash and Cash Equivalents, Beginning of Year	1,546,152	1,589,591
Cash and Cash Equivalents, End of Year	$ 1,564,151	$ 1,546,152

The accompanying notes and schedules are an integral part of these financial statements

CARLTON TRAIL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
for the year ended June 30, 2016

1. PURPOSE AND AUTHORITY

Carlton Trail College (the College) was established by Saskatchewan Order in Council 22/89 dated February 16, 1989.

The College offers educational services and programs under the authority of Section 14 of *The Regional Colleges Act*. The College Board plays an integral part in strategic direction and management guidance.

The purpose of the Colleges is to provide credit and non-credit classroom and vocational training to meet the needs of regional constituents and industry. The College is exempt from the payment of income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

As a government not-for-profit organization, the College prepared these financial statements in accordance with Canadian public sector accounting standards for government reporting entities. The accounting standards followed for government not-for-profit organizations is the CPA Canada Public Sector Accounting (PSA) Handbook.

(a) College Reporting Entity

The financial statements include all of the assets, liabilities, revenues and expenses of the College reporting entity

(b) Measurement Uncertainty and the Use of Estimates

The preparation of financial statements in conformity with PSA standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year. Uncertainty in the determination of the amount at which an item is recognized or disclosed in financial statements is known as measurement uncertainty. Such uncertainty exists when there is a variance between the recognized or disclosed amount and another reasonably possible amount.

Measurement uncertainty that may be material to these financial statements exists for:
the liability for employee future benefits of $147,100 (June 30, 2015 - $138,800) because actual experience may differ significantly from actuarial or historical estimations and assumptions.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known. While best estimates are used for reporting items subject to measurement uncertainty, it is reasonably possible that changes in future conditions, occurring within one fiscal year, could require material changes in the amounts recognized or disclosed.

(c) Financial Instruments

Financial instruments create rights and obligations to receive or deliver economic benefits. Financial instruments include cash and cash equivalents, accounts receivable, inventories for resale, accrued salaries and benefits, accounts payable and accrued liabilities.

Financial instruments are assigned to one of two of the following measurement categories:

i) Fair Value
Fair value measurement applies to portfolio investments in equity instruments that are quoted in an active market. As at June 30, 2016, and June 30, 2015, the College did not own any portfolio instruments in equity instruments.

ii) **Cost or Amortized Cost**
All other financial assets and financial liabilities are measured at cost or amortized cost. Transaction costs are a component of cost for financial instruments measured using cost or amortized cost. Receivables are measured at amortized cost. Due to their short-term nature, the amortized cost of these instruments approximates their fair value.

(d) Financial Assets

Financial assets are assets that could be used to discharge existing liabilities or finance future operations, and are not for consumption in the normal course of operations. Valuation allowances are used where considered necessary to reduce the amounts reported for financial assets to their net realizable value.

Cash and Cash Equivalents consist of cash, bank deposits and highly liquid investments with initial maturity terms of three months or less and held for the purpose of meeting short-term operating cash commitments rather than for investing purposes.

Accounts Receivable are shown net of allowance for doubtful accounts to reflect their expected net recoverable value. Valuation allowances are recorded where recovery is considered uncertain. Changes in valuation allowances are recorded in the statement of operations and accumulated surplus.

Inventories for Resale consist of textbooks and course materials, which are held for sale in the ordinary course of operations and are valued at the lower of cost and net realizable value. Cost is determined using the average cost method. Net realizable value is the estimated selling price in the ordinary course of business.

(e) Liabilities

Liabilities are present obligations arising from transactions and events occurring prior to year-end, which will be satisfied in the future through the use of assets or another form of economic settlement.

Accrued Salaries and Benefits represents salaries and benefits owing to or on behalf of work performed by employees, but not yet paid, at the end of the fiscal period. Amounts are payable within one year.

Accounts Payable and Accrued Liabilities include accounts payable and accrued liabilities owing to third parties for goods supplied and services rendered, but not yet paid, at the end of the fiscal period. Amounts are payable within one year.

Deferred Revenue from government transfers represents restricted grants with stipulations that give rise to a liability. The revenue is recognized as the stipulation liabilities are settled. Deferred revenue from non-government sources represents revenue related to fees or services received in advance of the fee being earned or the services being performed, and other contributions for which the contributor has placed restrictions on the use of the resources. Tuition and fee revenue is recognized as the course is delivered, revenue from contractual services is recognized as the services are delivered, and revenue from other contributions is recognized in the fiscal year in which the resources are used for the purpose specified.

Liability for Employee Future Benefits represents accumulating non-vesting sick leave benefits that accrue to the College's employees. The cost of these benefits is recorded as the benefits are earned by employees. The liability relating to these benefits is actuarially determined using the projected benefit method pro-rated on service and management's best estimate of expected sick leave usage, discount rate, inflation, salary escalation, termination and retirement rates and mortality. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the related employee groups. Actuarial valuations are performed periodically. Extrapolations of these valuations are made when a valuation is not done in the current fiscal year.

(f) Non-Financial Assets

Non-Financial Assets are assets held for consumption in the provision of services. These assets do not normally provide resources to discharge the liabilities of the College unless they are sold.

Tangible Capital Assets have useful lives extending beyond the accounting period, are used by the College to provide services to the public and are not intended for sale in the ordinary course of operations. Tangible capital assets are recorded at cost and include all costs directly attributable to the acquisition, design, construction, development, installation and betterment of the tangible capital asset.

The cost of depreciable tangible capital assets, net of any residual value, is amortized on a straight line-basis over their estimated useful lives as follows:

Buildings	20 years
Furniture and equipment	3 to 5 years
Computer hardware	5 years
Computer software	5 years
Vehicles	5 years
Leasehold improvements	Term of lease or useful life
Leased capital assets	Term of lease or useful life

Write-downs are accounted for as expenses in the statement of operations and accumulated surplus.

Prepaid Expenses are prepaid amounts for goods or services that will provide economic benefits in one or more future periods. The prepaid amount is recognized as an expense in the year the goods or services are consumed.

(g) Employee Pension Plans

Multi-Employer Defined Benefit Plans
The College's employees participate in one of the following multi-employer defined benefit plans:

i) Teachers and other employees holding a teaching certificate participate in the Saskatchewan Teachers' Retirement Plan (STRP). The College's obligation for this plan is limited to collecting and remitting contributions of the employees at rates determined by the plan.
ii) Other employees participate in the Municipal Employees' Pension Plan (MEPP). In accordance with PSA standards, the plan is accounted for as a defined contribution plan whereby the College's contributions are expensed when due.

(h) Revenue Recognition

Revenues are recorded on the accrual basis. Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues, provided the amount to be received can be reasonably estimated and collection is reasonably assured.

The College's major sources of revenue include the following:

i) **Government Transfers (Grants)**
Grants from governments are considered to be government transfers. Government transfers are recognized as revenues when the transfer is authorized, all eligibility criteria have been met, the amount can be estimated and collection is reasonably assured except when, and to the extent, stipulations by the transferor give rise to an obligation that meets the definition of a liability.

ii) **Fees and Services**
Revenues from tuition fees and other services are recognized in the year they are earned. Amounts that are restricted pursuant to legislation, regulation or agreements with external parties that may only be used in the conduct of certain programs or in the delivery of specific services and transactions are initially recorded as deferred revenue and subsequently recognized as revenue in the fiscal year the related expenses are incurred or services are performed.

iii) **Interest Income**
Interest is recognized on an accrual basis when it is earned.

iv) **Other (Non-Government Transfer) Contributions**
Unrestricted contributions are recognized as revenue in the year received or in the year the funds are committed to the College if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions are contributions for which the contributor has placed restrictions on the use of the resources. Externally restricted contributions that are to be held in perpetuity are recognized as revenue in the year in which they are received or committed if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions that are not held in perpetuity are deferred until the resources are used for the purpose specified, at which time the contributions are recognized as revenue. In-kind contributions are recorded at their fair value when they are received.

(i) **Expenses**
Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

(j) **Contingent liabilities**
Contingent liabilities are potential liabilities that may become actual liabilities when one or more future events occur or fail to occur. To the extent that the future event is likely to occur or fail to occur, and a reasonable estimate of the loss can be made, an estimated liability is accrued and an expense recorded. If the likelihood is not determinable or an amount cannot be reasonably estimated, the contingency is disclosed in the notes to the financial statements.

3. CASH AND CASH EQUIVALENTS

Due to the short-term nature of the investments, market value of cash and cash equivalents approximates cost.

	June 30 2016	June 30 2015
Cash and bank deposits	$ 1,564,151	$ 1,546,152
Cash and cash equivalents	**$ 1,564,151**	**$ 1,546,152**

4. ACCOUNTS RECEIVABLE

All accounts receivable presented on the statement of financial position are net of any valuation allowances for doubtful accounts.

	June 30 2016	June 30 2015
Provincial government		
Advanced Education/Economy	$ (290)	$ (253)
Other	114,250	206,247
Federal government	284,072	64,044
Other receivables	213,805	299,969
	611,837	570,007
Less: Allowance for doubtful accounts	-	-
Accounts receivable, net of allowances	**$ 611,837**	**$ 570,007**

5. INVENTORIES FOR RESALE

	June 30 2016	June 30 2015
Text books and course materials	$ 48,310	$ 57,172
Inventories for resale	**$ 48,310**	**$ 57,172**

6. ACCRUED SALARIES AND BENEFITS

	June 30 2016	June 30 2015
Accrued employee benefits	$ 20,096	$ 44,862
Accrued vacation pay	184,512	161,756
Accrued salaries and benefits	**$ 204,608**	**$ 206,618**

7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	June 30 2016	June 30 2015
Trade Payables	$ 36,677	$ 143,375
Accounts payable and accrued liabilities	**$ 36,677**	**$ 143,375**

8. DEFERRED REVENUE

Other deferred revenue:	June 30 2015	Addition during the year	Revenue recognized in the year	June 30 2016
First Nations	$ 77,642	$ 97,700	$ 49,271	$ 126,071
Heavy Equipment Operator Tuition	11,997	-	11,997	-
International Minerals Innovation Institute	130,600	-	130,600	-
BHP Billiton	82,500	-	82,500	-
Deferred revenue	$ 302,739	$ 97,700	$ 274,368	$ 126,071

9. LIABILITY FOR EMPLOYEE FUTURE BENEFITS

The College provides certain post-employment, compensated absence and termination benefits to its employees. These benefits include accumulating non-vested sick leave. The liability associated with these benefits is calculated as the present value of expected future payments pro-rated for service and is recorded as Liability for Employee Future Benefits in the statement of financial position.

Details of the employee future benefits are as follows:

	June 30 2016	June 30 2015
Actuarial valuation (extrapolation) date	(30-Jun-2016)	30-Jun-2015
Long-term assumptions used:		
Salary escalation rate (percentage)	1.50%	1.75%
Discount rate (percentage)	1.90%	2.30%
Expected average remaining service life (years)	*11*	*11.4*

Liability for Employee Future Benefits	June 30 2016	June 30 2015
Accrued Benefit Obligation - beginning of year	**$ 138,800**	**$ 124,200**
Current period benefit cost	26,800	29,100
Interest cost	2,800	3,700
Benefit payments	(21,700)	(18,400)
Actuarial gains / losses	3,300	3,300
Plan amendments	400	200
Accrued Benefit Obligation - end of year	**150,400**	**142,100**
Unamortized Net Actuarial Gains / Losses	**(3,300)**	**(3,300)**
Liability for Employee Future Benefits	**$ 147,100**	**$ 138,800**

Employee Future Benefits Expense	June 30 2016	June 30 2015
Current period benefit cost	$ 26,800	$ 29,100
Amortization of net actuarial gain / loss	400	200
Benefit cost	27,200	29,300
Interest cost on unfunded employee future benefits obligation	2,800	3,700
Total Employee Future Benefits Expense	$ 30,000	$ 33,000

10. TANGIBLE CAPITAL ASSETS

	Buildings	Machinery and Equipment	Office Equipment	Office Furniture	Vehicles	Leasehold Improv	2016	2015
Tangible Capital Assets - at Cost:								
Opening Balance at Start of Year	$ 849,818	$ 509,613	$ 988,036	$ 323,852	$ 154,318	$ 4,952,459	$ 7,778,096	$ 7,641,581
Additions/Purchases	-	-	-	5,323	108,729	-	114,052	136,515
Disposals	-	-	-	-	(35,694)	-	(35,694)	-
Closing Balance at End of Year	**849,818**	**509,613**	**988,036**	**329,175**	**227,353**	**4,952,459**	**7,856,454**	**7,778,096**
Tangible Capital Assets - Amortization:								
Opening Balance at Start of Year	426,935	424,320	976,658	150,948	80,050	1,125,495	3,184,406	2,800,723
Amortization of the Period	38,764	12,932	7,070	25,855	31,489	246,945	363,055	383,683
Disposals	-	-	-	-	(17,252)	-	(17,252)	-
Closing Balance at End of Year	**465,699**	**437,252**	**983,728**	**176,803**	**94,287**	**1,372,440**	**3,530,209**	**3,184,406**
Net Book Value:								
Opening Balance at Start of Year	**422,883**	**85,293**	**11,378**	**172,904**	**74,268**	**3,826,964**	**4,593,690**	**4,840,858**
Closing Balance at End of Year	384,119	72,361	4,308	152,372	133,066	3,580,019	**4,326,245**	**4,593,690**
Change in Net Book Value	**(38,764)**	**(12,932)**	**(7,070)**	**(20,532)**	**58,798**	**(246,945)**	**(267,445)**	**(247,168)**

11. PREPAID EXPENSES

	June 30 2016	June 30 2015
Rent	$ 15,781	$ 13,545
Agency Contracts	1,832	64,347
Insurance	-	24,973
Photocopiers	2,106	6,422
Other	6,105	28,917
Prepaid expenses	$ 25,824	$ 138,204

12. EMPLOYEE PENSION PLANS

Multi-Employer Defined Benefit Plans

Information on the multi-employer pension plans to which the College contributes is as follows:

i) Saskatchewan Teachers' Retirement Plan (STRP)

The STRP provides retirement benefits based on length of service and pensionable earnings.

The STRP is funded by contributions by the participating employee members and the Government of Saskatchewan. The College's obligation to the STRP is limited to collecting and remitting contributions of the employees at rates determined by the plan. Accordingly, these financial statements do not include any expense for employer contributions to this plan. Net pension assets or liabilities for this plan are not reflected in these financial statements as ultimate responsibility for retirement benefits rests with the Saskatchewan Teachers' Federation for the STRP.

Details of the contributions to this plan for the College's employees are as follows:

	2016	2015
Number of active College members	3	2
Member contribution rate (percentage of salary)	10.2%-12.4%	9.1%-11.3%
Member contributions for the year	$ 23,444	$ 14,977

ii) Municipal Employees' Pension Plan (MEPP)

The MEPP provides retirement benefits based on length of service and pensionable earnings.

The MEPP is funded by employer and employee contributions at rates set by the Municipal Employees' Pension Commission.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. Any actuarially determined deficiency is the responsibility of the participating employers and employees, which could affect future contribution rates and/or benefits.

The contributions to the MEPP by the participating employers are not segregated in separate accounts or restricted to provide benefits to the employees of a particular employer. As a result, individual employers are not able to identify their share of the underlying assets and liabilities, and the net pension assets or liabilities for this plan are not recognized in these financial statements. In accordance with PSA standards, the plan is accounted for as a defined contribution plan whereby the College's contributions are expensed when due.

Details of the MEPP are as follows:

	2016	2015
Number of active College members	65	68
Member contribution rate (percentage of salary)	8.15%	8.15%
College contribution rate (percentage of salary)	8.15%	8.15%
Member contributions for the year	$ 236,290	$ 240,518
College contributions for the year	$ 236,290	$ 240,518

iii) Defined Contribution Plans

The self-directed RRSP is funded equally by Staff and College. Contribution rates are the same as MEPP. Plan benefits are based on accumulated contributions and investment earnings. Under the plan, the College's obligations are limited to its contributions.

Details of the plan are as follows:

	2016	2015
Number of active College members	1	1
Member contribution rate (percentage of salary)	8.15%	8.15%
College contribution rate (percentage of salary)	8.15%	8.15%
Member contributions for the year	$11,210	$11,869
College contributions for the year	$11,210	$11,869

13. RISK MANAGEMENT

The College is exposed to financial risks from its financial assets and liabilities. These risks include credit risk, liquidity risk and market risk (consisting of interest rate risk).

i) Credit Risk

Credit risk is the risk to the College from potential non-payment of accounts receivable. The credit risk related to the College's receivables from the provincial government, federal government and their agencies are considered to be minimal. The College does not have a significant exposure to any individual customer. Management reviews accounts receivable on a case by case basis to determine if a valuation allowance is necessary to reflect an impairment in collectability.

The aging of accounts receivable at June 30, 2016, and June 30, 2015, was:

	June 30, 2016		June 30, 2015	
	Accounts Receivable	Allowance of Doubtful Accounts	Accounts Receivable	Allowance of Doubtful Accounts
Current	$527,046	-	$492,088	-
30-60 days	1,925	-	578	-
60-90 days	(7,150)	-	(4,923)	-
Over 90 days	90,016	-	82,264	-
Total	$611,837	-	$570,007	-
Net	$611,837		$570,007	

ii) Liquidity Risk

Liquidity risk is the risk that the College will not be able to meet its financial obligations as they come due. The College manages liquidity risk by maintaining adequate cash balances, budget practices and providing forecasts to the Board on a quarterly basis.

The following table sets out the contractual maturities of the College's financial liabilities:

	June 30, 2016	
	Within 6 months	6 months to 1 year
Accrued salaries and benefits	$ 93,901	$ 110,707
Accounts payable and accrued liabilities	$ 36,061	$ 616
Total	$ 129,962	$ 111,323

iii) Market Risk

The College is exposed to market risks with respect to interest rates and foreign currency exchange rates, as follows:

Interest Rate Risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College's interest rate exposure relates to cash and cash equivalents and credit cards. The College also has an authorized bank line of credit of $100,000 with interest payable monthly at a rate of Royal Bank of Canada prime less 0.6%. Changes in the bank's prime rate can cause fluctuation in interest payments and cash flows. There was no balance outstanding on this credit facility as of June 30, 2016.

14. BUDGET FIGURES

Budget figures included in the financial statements were approved by the Board on May 19, 2015, and the Minister of Advanced Education on June 29, 2015.

15. RELATED PARTIES

These financial statements include transactions with related parties. The College is related to all Government of Saskatchewan ministries, agencies, boards, school divisions, health authorities, colleges and crown corporations under the common control of the Government of Saskatchewan. The College is also related to non-Crown enterprises that the Government jointly controls or significantly influences. In addition, the College is related to other non-Government organizations by virtue of its economic interest in these organizations.

(a) Related Party Transactions

Transactions with these related parties are in the normal course of operations. Amounts due to or from and the recorded amounts of transactions resulting from these transactions are included in the financial statements and the table below.

	June 30 2016	June 30 2015
Revenues:		
Horizon School Division #205	474,957	350,117
Ministry of Advanced Education/Economy	4,682,126	4,749,117
Ministry of Finance	63,694	8,777
Other Regional Colleges	10,752	192,574
Prairie Spirit School Division	28,065	37,420
Prairie Valley School Division	372	-
Saskatchewan Government Insurance	28,039	-
Saskatoon Health Region	45,995	70,648
Saskatchewan Polytechnic	-	18,175
Saskatchewan Rivers Public School Division	3,993	-
Other Related Parties	21,266	70,563
	$ 5,359,259	**$ 5,497,391**
Expenses:		
Association of Saskatchewan Regional Colleges	$ 30,363	$ 43,267
Horizon School Division #205	107,007	75,563
Ministry of Central Services	27,571	46,482
Ministry of Finance	-	1,131
SaskEnergy	10,215	10,133
SaskPower	12,521	13,095
SaskTel / Sask Mobility	45,609	67,927
Saskatchewan Workers Compensation Board	14,635	9,392
Saskatchewan Polytechnic	480,742	720,253
Tourism Saskatchewan	38,600	21,730
University of Regina	-	2,000
Other Related Parties	17,277	25,028
	$ 784,540	**$ 1,036,001**

In addition, the College pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases.

The College receives long distance telephone services between major centers from SaskTel, a related party, at reduced rates available to Government agencies.

16. ACCUMULATED SURPLUS

Accumulated surplus represents the financial assets and non-financial assets of the College less liabilities. This represents the accumulated balance of net surplus arising from the operations of the College and accumulated net re-measurement gains and losses.

Certain amounts of the accumulated operating surplus, as approved by the Board, have been designated for specific future purposes. These internally restricted amounts are included in the accumulated surplus presented in the statement of financial position. Accumulated surplus from operations also includes externally restricted contributions for which the contributor has placed restrictions that the resources be held in perpetuity.

The College does not maintain separate bank accounts for the internally restricted amounts and/or externally restricted resources to be held in perpetuity.

Details of accumulated surplus are as follows:

	June 30 2015	Addition during the year	Reductions during the year	June 30 2016
Invested in Tangible Capital Assets:				
Net Book Value of Tangible Capital Assets	$ 4,593,690	$ 114,052	$ 381,497	$ 4,326,245
	4,593,690	**114,052**	**381,497**	**4,326,245**
Internally Restricted Operating Surplus:				
Capital Projects:				
Punnichy Training Centre	-	235,000	-	235,000
Sustaining Capital Funding	22,000	22,535	22,535	22,000
	22,000	**257,535**	**22,535**	**257,000**
Other:				
Information Technology	75,000	-	10,000	65,000
Online registration/content management software	50,000	-	-	50,000
Learning Enhanced Technology	18,617	-	-	18,617
Professional Development	59,108	24,094	19,325	63,877
Vehicles	73,732	65,480	50,480	88,732
Scholarship				
BHP Billiton	43,030	130,566	65,000	108,596
Saskatchewan Innovation and Opportunity	158,356	26,328	23,625	161,059
Other (targeted programming funds)				
Learner support costs				
- LMA Funding	38,085	-	-	38,085
Programming				
- Early Childhood Education	72,541	-	19,770	52,771
- English as a Second Language	88,908	124,850	135,801	77,957
- Skills Training Allocation	117,283	897,263	1,000,745	13,801
-ABE Credit	84,585	414,185	414,185	84,585
- ABE on Reserve	154,560	237,001	237,001	154,560
	1,033,805	**1,919,767**	**1,975,932**	**977,640**
Unrestricted Operating Surplus	**454,198**	**97,632**	**60,804**	**501,026**
Total Accumulated Surplus	**$ 6,113,693**	**$ 2,388,986**	**$ 2,440,769**	**$ 6,061,911**

17. CONTRACTUAL OBLIGATIONS AND COMMITMENTS

	Operating Leases		
	Office Rental	Copier Leases	Total Operating
Future minimum lease payments:			
2017	$ 187,190	$ 14,925	$ 202,115
2018	164,491	5,356	169,847
2019	119,041	3,443	122,484
2020	93,367	2,419	95,786
2021	95,701	1,271	96,972
Interest and executory costs	659,790 -	27,414 -	687,204 -
Total Lease Obligations	$ 659,790	$ 27,414	$ 687,204

Schedule 1

Carlton Trail College
Schedule of Revenues and Expenses by Function
for the year ended June 30, 2016

	2016 Actual								2016	2016	2015
	General	Skills Training		Basic Education		Services		Scholarships			
		Credit	Non-credit	Credit	Non-credit	Learner Support	Counsel		**Actual**	Budget	Actual
Revenues (Schedule 2)											
Provincial government	$ 2,553,443	$ 1,029,307	$ -	$ 639,875	$ 604,036	$ 118,680	$ 136,645	$ 21,000	$ 5,102,986	$ 4,783,470	$ 5,161,905
Federal government	600	-	-	-	167,266	444,548	-	-	612,414	624,165	610,416
Other	32,728	1,216,931	87,893	3,371	240,969	16,069	-	156,759	1,754,720	1,768,040	1,736,090
Total Revenues	2,586,771	2,246,238	87,893	643,246	1,012,271	579,297	136,645	177,759	7,470,120	7,175,675	7,508,411
Expenses (Schedule 3)											
Agency contracts	490	598,167	16,890	-	140,956	14,558	-	-	771,061	975,740	1,104,438
Amortization	363,055	-	-	-	-	-	-	-	363,055	367,650	383,683
Equipment	62,878	111,661	3,618	15,663	34,245	1,243	1,195	-	230,503	166,035	290,694
Facilities	85,434	167,121	1,026	47,083	19,965	-	-	-	320,629	322,245	315,402
Information technology	23,348	1,906	-	2,605	1,243	14,039	23	-	43,164	57,760	40,448
Operating	398,610	258,910	12,404	38,143	97,614	5,163	4,286	112,700	927,830	1,094,580	1,069,392
Personal services	2,113,580	1,035,464	25,599	467,991	470,542	595,404	157,080	-	4,865,660	5,017,020	4,883,269
Total Expenses	3,047,395	2,173,229	59,537	571,485	764,565	630,407	162,584	112,700	7,521,902	8,001,030	8,087,326
Surplus (Deficit) for the year	$ (460,624)	$ 73,009	$ 28,356	$ 71,761	$ 247,706	$ (51,110)	$ (25,939)	$ 65,059	$ (51,782)	$ (825,355)	$ (578,915)

Schedule 2

Carlton Trail College
Schedule of Revenues by Function
for the year ended June 30, 2016

	2016 Revenues Actual								2016	2016	2015
	General	Skills Training		Basic Education		Services		Scholarships	Total Revenues Actual	Total Revenues Budget	Total Revenues Actual
		Credit	Non-credit	Credit	Non-credit	Learner Support	Counsel				
Provincial Government											
Advanced Education/ Economy											
Operating grants	$2,259,875	$ -	$ -	$ -	$ -	$ 100,680	$ 136,645	$ -	$ 2,497,200	$ 2,510,900	$2,492,900
Program grants	-	897,264	-	414,185	361,851	-	-	-	1,673,300	1,673,300	1,716,548
Capital grants	257,000	-	-	-	-	-	-	-	257,000	22,000	22,000
	2,516,875	897,264	-	414,185	361,851	100,680	136,645	-	4,427,500	4,206,200	4,231,448
Contracts	-	39,542	-	-	191,993	18,000	-	-	249,535	311,850	456,489
	2,516,875	936,806	-	414,185	553,844	118,680	136,645	-	4,677,035	4,518,050	4,687,937
Other provincial	36,568	92,501	-	225,690	50,192	-	-	21,000	425,951	265,420	473,968
Total Provincial	2,553,443	1,029,307	-	639,875	604,036	118,680	136,645	21,000	5,102,986	4,783,470	5,161,905
Federal Government											
Contracts	-	-	-	-	167,266	444,548	-	-	611,814	624,165	607,972
Interest	-	-	-	-	-	-	-	-	-	-	44
Rents	600	-	-	-	-	-	-	-	600	-	2,400
Total Federal	600	-	-	-	167,266	444,548	-	-	612,414	624,165	610,416
Other Revenue											
Admin recovery	8,158	1,387	-	-	-	-	-	18,624	28,169	10,100	541
Contracts	-	272,700	-	2,206	235,418	-	-	-	510,324	537,950	461,952
Interest	16,521	-	-	-	-	-	-	2,157	18,678	27,900	23,592
Rents	921	167	-	-	-	-	-	-	1,088	500	2,043
Resale items	-	145,895	8,589	-	817	-	-	-	155,301	158,705	167,164
Tuitions	-	790,541	79,304	-	2,939	16,069	-	-	888,853	941,465	1,034,108
Donations	-	-	-	-	-	-	-	135,978	135,978	74,000	19,135
Other	7,128	6,241	-	1,165	1,795	-	-	-	16,329	17,420	27,555
Total Other	32,728	1,216,931	87,893	3,371	240,969	16,069	-	156,759	1,754,720	1,768,040	1,736,090
Total Revenues	$2,586,771	$2,246,238	$ 87,893	$643,246	$1,012,271	$ 579,297	$136,645	$ 177,759	$ 7,470,120	$ 7,175,675	$7,508,411

Carlton Trail College
Schedule of Expenses by Function
for the year ended June 30, 2016

	2016 Expenses Actual								2016	2016	2015
	General (Schedule 4)	Skills Training		Basic Education		Services		Scholarships	Total Expenses Actual	Total Expenses Budget	Total Expenses Actual
		Credit	Non-credit	Credit	Non-credit	Learner Support	Counsel				
Agency Contracts											
Contracts	$ 490	$ 598,167	$ 16,890	$ -	$ 140,956	$ 14,558	$ -	$ -	$ 771,061	$ 967,740	$ 1,102,213
Instructors	-	-	-	-	-	-	-	-	-	8,000	2,225
	490	598,167	16,890	-	140,956	14,558	-	-	771,061	975,740	1,104,438
Amortization	363,055	-	-	-	-	-	-	-	363,055	367,650	383,683
Equipment											
Equipment (non-capital)	7,748	4,595	3,618	9,859	14,999	1,243	1,184	-	43,246	49,950	85,561
Rental	28,645	96,808	-	4,971	19,069	-	-	-	149,493	90,935	168,137
Repairs and maintenance	26,485	10,258	-	833	177	-	11	-	37,764	25,150	36,996
	62,878	111,661	3,618	15,663	34,245	1,243	1,195	-	230,503	166,035	290,694
Facilities											
Building supplies	917	2,702	6	1,744	1,105	-	-	-	6,474	5,565	6,424
Grounds	3,368	934	-	558	209	-	-	-	5,069	3,450	3,796
Janitorial	18,649	29,441	-	6,672	4,010	-	-	-	58,772	65,440	60,074
Rental	49,391	108,732	1,020	32,246	10,902	-	-	-	202,291	204,490	193,507
Repairs & maintenance building	9,695	6,994	-	732	83	-	-	-	17,504	18,100	22,501
Utilities	1,631	18,001	-	4,141	3,086	-	-	-	26,859	25,200	29,100
Security & Alarm Systems	1,783	317	-	990	570	-	-	-	3,660	-	-
	85,434	167,121	1,026	47,083	19,965	-	-	-	320,629	322,245	315,402
Information Technology											
Computer services	7,527	-	-	-	-	13,007	-	-	20,534	25,220	19,145
Data communications	1,263	320	-	128	64	372	-	-	2,147	1,100	1,216
Equipment (non-capital)	3,982	953	-	326	1,133	-	-	-	6,394	3,000	1,176
Materials & supplies	1,899	250	-	1,044	-	-	-	-	3,193	4,000	2,031
Rental	1,467	-	-	-	-	-	-	-	1,467	1,260	1,346
Repairs & maintenance building	-	-	-	-	-	-	-	-	-	400	32
Software (non-capital)	7,210	383	-	1,107	46	660	23	-	9,429	22,780	15,502
	23,348	1,906	-	2,605	1,243	14,039	23	-	43,164	57,760	40,448
Operating											
Advertising	36,925	3,807	1,713	821	2,024	-	746	-	46,036	95,445	43,637
Association fees & dues	26,109	56	-	-	305	-	350	-	26,820	38,325	42,626
Bad debts	-	-	-	-	-	-	-	-	-	1,525	44,809
Financial services	11,731	-	-	-	-	-	-	-	11,731	12,985	12,011
In-service (includes PD)	33,416	-	-	1,000	4,758	386	211	-	39,771	46,195	40,868
Insurance	38,538	416	-	-	-	-	-	-	38,954	45,555	39,931
Materials & supplies	26,879	42,409	2,454	20,373	45,192	794	402	-	138,503	190,515	153,743
Postage, freight & courier	23,543	2,225	112	30	144	224	-	-	26,278	28,860	28,472
Printing & copying	28,172	76	-	-	574	392	142	-	29,356	42,720	36,176
Professional services	50,639	-	-	250	9,165	-	-	-	60,054	82,355	72,470
Resale items	-	146,179	3,725	-	686	-	-	-	150,590	139,905	216,057
Subscriptions	4,459	420	-	167	-	-	-	-	5,046	6,520	4,157
Telephone & fax	42,316	7,887	-	4,383	3,547	1,291	996	-	60,420	61,920	59,988
Travel	69,705	34,869	4,379	3,633	22,996	2,076	1,439	-	139,097	175,885	119,909
Other	6,178	20,566	21	7,486	8,223	-	-	112,700	155,174	125,870	154,538
	398,610	258,910	12,404	38,143	97,614	5,163	4,286	112,700	927,830	1,094,580	1,069,392
Personal Services											
Employee benefits	331,348	132,798	2,465	44,673	68,000	48,095	22,926	-	650,305	722,540	650,164
Honoraria	24,999	-	-	200	100	-	-	-	25,299	31,290	22,263
Salaries	1,757,233	902,666	23,134	423,118	402,442	547,309	134,154	-	4,190,056	4,260,690	4,210,842
Other	-	-	-	-	-	-	-	-	-	2,500	-
	2,113,580	1,035,464	25,599	467,991	470,542	595,404	157,080	-	4,865,660	5,017,020	4,883,269
Total Expenses	$ 3,047,395	$ 2,173,229	$ 59,537	$ 571,485	$ 764,565	$ 630,407	$ 162,584	$ 112,700	$ 7,521,902	$ 8,001,030	$ 8,087,326

Schedule 4

Carlton Trail College
Schedule of General Expenses by Functional Area
for the year ended June 30, 2016

	2016 General Actual				2016	2016	2015
	Governance	Operating and Administration	Facilities and Equipment	Information Technology	Total General Actual	Total General Budget	Total General Actual
Agency Contracts							
Contracts	$ -	$ 490	$ -	$ -	$ 490	$ -	$ -
Instructors	-	-	-	-	-	-	1,190
	-	490	-	-	490	-	1,190
Amortization	-	363,055	-	-	363,055	367,650	383,683
Equipment							
Equipment (non-capital)	214	7,509	-	25	7,748	9,300	30,809
Rental	82	28,563	-	-	28,645	34,750	46,223
Repairs and maintenance	18	26,467	-	-	26,485	24,550	26,643
	314	62,539	-	25	62,878	68,600	103,675
Facilities							
Building supplies	-	-	917	-	917	1,000	1,474
Grounds	-	-	3,368	-	3,368	1,950	2,374
Janitorial	-	-	18,649	-	18,649	19,340	20,567
Rental	828	-	48,563	-	49,391	33,250	41,875
Repairs & maintenance building	-	-	9,668	27	9,695	9,500	10,510
Utilities	-	-	1,631	-	1,631	3,000	2,232
Security & alarm systems	-	-	1,783	-	1,783	-	-
	828	-	84,579	27	85,434	68,040	79,032
Information Technology							
Computer services	-	1,275	-	6,252	7,527	5,720	8,550
Data communications	-	1,210	-	53	1,263	500	-
Equipment (non-capital)	-	2,029	-	1,953	3,982	2,000	611
Materials & supplies	-	783	-	1,116	1,899	2,500	1,459
Rental	-	1,467	-	-	1,467	1,260	1,346
Software (non-capital)	-	3,221	-	3,989	7,210	18,830	9,788
	-	9,985	-	13,363	23,348	30,810	21,754
Operating							
Advertising	10,624	26,301	-	-	36,925	71,070	25,399
Association fees & dues	16,220	9,889	-	-	26,109	36,975	40,720
Bad debts	-	-	-	-	-	-	44,809
Financial services	-	11,731	-	-	11,731	12,985	12,006
In-service (includes PD)	5,970	26,828	-	618	33,416	30,000	35,508
Insurance	-	38,538	-	-	38,538	39,555	39,931
Materials & supplies	2,902	23,977	-	-	26,879	26,875	29,017
Postage, freight & courier	-	23,459	-	84	23,543	28,055	26,424
Printing & copying	51	28,076	-	45	28,172	39,925	34,883
Professional services	1,850	48,789	-	-	50,639	69,855	65,770
Resale items	-	-	-	-	-	-	250
Subscriptions	-	4,459	-	-	4,459	5,920	3,764
Telephone & fax	-	41,735	-	581	42,316	45,080	41,096
Travel	31,866	35,455	-	2,384	69,705	67,640	52,837
Other	1,146	5,032	-	-	6,178	5,800	5,311
	70,629	324,269	-	3,712	398,610	479,735	457,725
Personal Services							
Employee benefits	546	296,678	-	34,124	331,348	334,805	322,865
Honoraria	24,999	-	-	-	24,999	28,290	21,113
Salaries	-	1,563,030	-	194,203	1,757,233	1,759,780	1,706,294
	25,545	1,859,708	-	228,327	2,113,580	2,122,875	2,050,272
Total General Expenses	$ 97,316	$ 2,620,046	$ 84,579	$ 245,454	$ 3,047,395	$ 3,137,710	$3,097,331